



VACANCY

APPLICATION FOR ACCOUNTANT DEPT: FINANCE LOCATION: GABORONE

JOB SUMMARY

To plan, coordinate and control the efficient delivery of financial management and procurement services to contribute to the activities of the union in meeting members expectations. The accountant will also have a duty to protect the funds and assets of the union in accordance with the union's constitution, International Financial Reporting Standards and prudent asset management. The accountant is responsible for applying accounting principles and procedures to analyse financial information, prepare accurate and timely financial reports and statements to ensure appropriate accounting procedures

KEY OBJECTIVES

- Ensures accurate recording of transactions and preparation of timely accounting reports.
- Undertakes the management of the approved budget and ensure that all expenditure is authorized.
- Liaises with employer payroll agencies after receipt of member subscription and other payments to the union to ensure correct allocation of revenue.
- Proper maintenance of financial records.
- To ensure compliance with the applicable Financial Guidelines, financial management processes and applicable laws and Statutes.

DUTIES & RESPONSIBILITIES MANAGEMENT RESPONSIBILITIES:

- Provide leadership to finance and accounting areas of the organization.
- Provide useful financial insights to help make better decisions about formulating and executing strategy and provide guidance and analysis to executive and operational management to improve results.
- Maintain system of accounts and keep books and records on all transactions and assets.
- Prepare and analyse accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, billing, and payroll.
- Administer Union payroll
- Manage Union's tax planning and compliance

TRANSACTIONAL RESPONSIBILITIES:

- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Manage, oversee, process (as appropriate), and act as backup for processing all the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Perform month-end closing procedures, including overhead allocations, account reconciliation, and updating schedules.
- Prepare and submit local Tax returns and reports on time.
- Maintain an orderly accounting filing system.
- Monitor the Union cash flows daily.
- Analyse and report financial data monthly
- Review and approve monthly balance sheet reconciliation and bank reconciliation dashboards
- Ensure that the Asset Register is maintained and updated monthly.

REPORTING RESPONSIBILITIES:

- Assist in issuing timely, accurate, and complete financial statements for all levels.
- Assist in coordinating the preparation of the draft

audited financial statements and all tax returns.

- Coordinate the preparation of financial information in the corporate annual report.
- Recommend and report upon benchmarks against which to measure organizational performance.
- Assist in production of cash flow reports, annual budget, and forecasts.
- Assist in the management of grants reporting, compliance, and reconciliation.
- Calculate variances from the budget and report significant issues to management.

COMPLIANCE RESPONSIBILITIES:

- Authorize creditors payments according to Procurement procedures and practices
- Checking of Petty cash and sign off
- Prepare and assist with developing audit schedules for the annual audit. Suggest improvements in processes to increase organizational effectiveness.
- Ensure that the Asset Register is maintained and updated monthly

COMPETENCIES

- Negotiation skills and the ability to develop strong working relationships
- Good communication skills – both written and verbal
- Analytical skills,
- Ability to develop and implement accounting systems Supervisory Skills Conflict Management skills Fluency in written and oral English is essential.
- Report writing skills Integrity and Confidentiality Communication, interpersonal skills and time management Use of computerized accounting system / financial systems and the development of accounting reporting tools

REQUIREMENTS

- Recognized Degree in Finance, Accounting or Equivalent. A Part Professional Qualification will be an added advantage.
- Candidate must be registered with BICA
- A minimum of five (5) years postgraduate experience is required to gain an Accountant role.
- Understand Union environment and regulations.
- Some experience of accounting software and computer literacy (word processing, spreadsheets, databases)

The union offers an attractive remunerative package that includes:

- Competitive salary
- Leave of 24 days per annum
- 50% Medical aid

Email your applications with attached Certified Certificates, I.D two references and CV to:

bofiawu@btcmil.co.bw to the attention of the General Secretary
subject: Application for Accountant

Closing Date: 19th January 2024