

# Vacancy Advert

Botswana Development Corporation is looking for a dynamic, zealous, and qualified individual to submit application for the following position.

## MANAGER-FINANCIAL AND TAX ACCOUNTING

Reporting to the **Head Group Accounting Services**, you will be responsible for planning, coordinating, and managing the accounting function activities of the Corporation and its subsidiaries and ensure compliance with legislative and statutory requirements, accounting and reporting standards and the directives of the Board. This will include activities relating to reviewing and performing quality assurance of the work of the accountants and provide technical or coaching support as needed on all processes of the investment lifecycle.

You will also be responsible for overseeing the accurate and timely preparation of the groups' monthly financial and management accounts, quarterly accounts and financial statements and draft annual accounts in preparation for audit. You will also contribute to designing, executing, reviewing, and updating a comprehensive financial plan/strategy, internal controls, and procedures to safeguard the Corporation's assets.

You will be responsible for ensuring that the master file information on creditors, debtors, and payroll is accurately maintained, verified, and approved on the accounting system. You will also review and maintain the General Ledger reconciliations including bank, debtors, creditors, suspense, and interdepartmental accounts. You are to verify approved payment transactions including fund transfers, claims, payroll transactions and ensures they are correctly classified and supported by appropriate source documents.

The candidates should have a bachelor's degree in business administration, accounting, finance or related discipline from a reputable institution, and a professional finance or accounting qualification from a recognised institution as well as a membership of a professional body e. g BICA, ACCA or CIMA. At least three (3) years should have been in an Accountant role of a medium to large enterprise preferably in the financial services sector.

Candidates who meet the above criteria should submit their applications to [recruitment@bdc.bw](mailto:recruitment@bdc.bw)

Deadline for applications is **08 March 2024**.

BDC offers a commensurate package with attractive benefits.

**OUR RECRUITMENT PROCESS ACKNOWLEDGES PEOPLE WITH SPECIAL NEEDS.**