



BOTSWANA STOCK EXCHANGE VACANCY

CLEARING & SETTLEMENT ASSISTANT

The Botswana Stock Exchange (BSE) is one of the leading exchanges in Southern Africa and plays an increasingly important role in the country's economic development by meeting the growing demand for investment products and access to capital. The BSE wishes to recruit a dynamic professional to join the Clearing and Settlement Department and help contribute to the development of Botswana's capital market.

CSD ASSISTANT

To assist the Clearing and Settlement Department team to provide analytical and clerical assistance in the settlement and clearing of trades transactions emanating from the Listings and Trading Department of the BSE as well as providing transfer secretarial services to listed entities.

DUTIES & RESPONSIBILITIES

- Assists in the administration of post trading activities and trade transactions as per the dealing sheet from Listing and Trading Dept.
- Assists in the preparation and submission of reports on trading data, dematerialisation of companies' client holdings, etc for use by stakeholders.
- Responsible for all clerical functions of the CSD
- Assist in generating entitlement schedule to facilitate corporate actions as directed by the supervisor
- Undertakes such other related duties as directed by the Supervisor

COMPETENCIES

- Attention to Detail
- Analytical Skills
- Self-Driven
- Communication and Customer Relations

The potential candidate should have a Diploma in Business, Finance, Statistics or related area.

At least three (3) years of experience in the financial sector preferably in an exchange or Transfer Secretarial houses.

If you meet the requirements of the above position, please email a complete application inclusive of updated CV, Certified Certificates and the names of two non-related referees to:

Head of Finance and Administration

e-mail: recruitment@bse.co.bw

Applications should reach the BSE on or before the close of 28th February 2023.

Kindly note that BSE shall enter into correspondence with shortlisted candidates only.