



BOTSWANA STOCK EXCHANGE

VACANCY

ACCOUNTANT

The Botswana Stock Exchange (BSE) is one of the leading stock exchanges in Southern Africa and plays an increasingly important role in the country's economic development. The BSEL wishes to recruit a dynamic **Accountant** to join the Finance and Administration Department.

ACCOUNTANT

Reporting to the Head of Finance & Administration, the Accountant shall assist with the preparation, production and analyzing of management accounting information to enhance decision making by the BSE Management and the Board of Directors as follows:

- a. Plans, organises and controls the daily activities of the Finance section to ensure that accounting procedures and time tables are adhered to at all times.
- b. Produces timely and accurate monthly financial reports to facilitate decisions making.
- c. Prepares documentation such as Vat and tax in accordance with regulatory requirements and international accounting practice.
- d. Assists in the preparation of budgets and prepares regular reports on maintaining budgetary discipline.
- e. Preparation of audit files for external and internal auditors and attending to audit queries.
- f. Maintains the fixed asset register.

COMPETENCIES

- Analytical Skills
- Attention to Detail
- Technical Expertise
- Managing Information
- Budgeting and Resource Management

EDUCATION AND TRAINING QUALIFICATIONS:

The successful candidate should have a Degree in Accounting, must be part qualified ACCA or CIMA qualified with a thorough knowledge of Pastel Accounting System.

JOB EXPERIENCE:

The candidate should have at least five (5) years of working experience.

If you meet the requirements of the above position, please email a complete application inclusive of CV, certificates & transcripts and the names of three non - related referees to;

Head of Finance and Administration
Botswana Stock Exchange
e-mail: recruitment@bse.co.bw

Applications should reach the Botswana Stock Exchange on or before **20th April 2023**.

Note: The Botswana Stock Exchange shall enter into correspondence with shortlisted candidates only.