



BOTSWANA STOCK EXCHANGE VACANCY

ACCOUNTS ASSISTANT

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

Reporting to the Head of Finance & Administration, the Accounts Assistant shall assist with the general clerical and accounting support functions in the organization. The position holder will assist in the month-end reporting and processing of accounts payable and receivables.

CORE ACCOUNTABILITIES AND RESPONSIBILITIES

- a. Preparing monthly management accounts for CSDB.
- b. Preparing audit files before and after statutory audit.
- c. Assisting in populating the assets registry of the organisation, ensuring that records are accurate at all times.
- d. Collecting accounts receivable for the Exchange
- e. Assisting other staff members on general administrative tasks as and when the need arises.
- f. Contributing to the development and implementation of the department's strategic objectives.

COMPETENCIES

- Planning and Organising
- Attention to Detail
- Customer service
- Team work
- Time management

EDUCATION AND TRAINING QUALIFICATIONS:

The successful candidate should have a Diploma in Accounting or AAT.

JOB EXPERIENCE:

The candidate should have at least three (3) years working experience in an accounting and administration environment.

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 Limited
e-mail: recruitment@bse.co.bw

Applications should reach the Botswana Stock Exchange Limited on or before **19th January 2024**.

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