



EXTERNAL ADVERT

The Botswana University of Agriculture and Natural Resources (BUAN) invites applications from suitably qualified individuals for the following post:

DEPARTMENT OF FINANCE

1. VACANCY CIRCULAR NO. 2022:06:11 (Re-advertisement)

MANAGER, MANAGEMENT AND FINANCIAL ACCOUNTS (5 YEAR CONTRACT)

THE REQUIREMENTS

The right candidate must meet the following minimum requirements, among others;

- i. Possess a Bachelor's Degree in Accounting/Finance or related field plus a professionally recognised accounting qualification and membership of an internationally recognised institute of accountants, e.g. ACCA, CIA, CIMA, BICA.
- ii. At least eight (8) years post qualification experience in a Financial environment, two (2) of which must have been at supervisory Level.
- iii. Expert knowledge in all areas of financial management, payroll administration and tax management.
- iv. Demonstrated knowledge in of the latest development in the international financial management practices and standards.

DUTIES: The successful candidate will be managing the University's financial, asset and payroll functions in order to ensure their efficient management in accordance with legislation and international accounting standards; To manage and authorize budget expenditure within authorized limits; Appoints staff in accordance with delegated authority, recommends promotions and performance-based rewards.

COMPETENCES

- Strategy translation
- Financial accounting
- Wealth management
- Capital & financial condition reporting
- Financial budgeting and forecasting
- Financial control and analysis



Fringe Benefits: These include motor vehicle purchase advance scheme, an optional 50% medical aid plan (BOMAID), Group Life Assurance Scheme. Loan schemes with various financial services providers at negotiated rates. In addition, permanent and pensionable staff are offered a contributory pension scheme while contract staff are offered a gratuity of 30% of basic salary after successful completion of the contract.

Method of Application: Applications must quote the vacancy number, the post being applied for and be accompanied by detailed CV, **true and certified copies of educational/professional certificates and national identity card**, and details for at least 3 contactable referees of which one should be the immediate supervisor. Applications must be addressed to:

Director: Human Resources
Botswana University of Agriculture and Natural Resources
Private Bag 0027
GABORONE

OR

Email: recruitment@buan.ac.bw

OR

Hand delivered applications should be submitted to Records Office, Block 300, BUAN

CLOSING DATE: 07 February 2023

NB: Correspondence will be entered into only with shortlisted candidates.
