



# We're... Hiring!

Join our team of Experts

## EXTERNAL ADVERTISEMENT

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

### OFFICE OF THE DEPUTY VICE CHANCELLOR, FINANCE AND ADMINISTRATION

1. VACANCY CIRCULAR NO. 2024:06:22

DEPARTMENT OF FINANCE

### FINANCIAL ACCOUNTANT: ONE (1) POST

#### THE REQUIREMENTS

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

- i. Possess a bachelor's degree in accounting/finance, AAT 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. 4 Years post qualification experience with 2 years work related experience within an accounting environment.
- iii. Expert knowledge in all areas of financial accounting.
- iv. Demonstrated knowledge of the latest development in the international financial /accounting management practices and standards.

#### DUTIES:

The successful candidate will ensure accurate and timely processing and production of accounts in accordance with laid down procedures, schedules, policies, standards and customer expectations. Authorizes and manages budget expenditure within delegated limits. Evaluates performance and recommend based rewards and discipline in accordance with policy and procedures. Implements and manage controls to mitigate risks. Recommends requisition of capital equipment.

#### COMPETENCIES

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

**Fringe Benefits:** These include motor vehicle purchase advance scheme, an optional 50% medical aid plan, Group Life Assurance Scheme. Loan schemes with various financial services providers at negotiated rates. Gratuity paid at the rate of 30% of basic salary.

**Method of Application:** Applications quoting the vacancy number, the post being applied for and accompanied by detailed CV, true and certified copies of educational/professional certificates, grade transcripts and national identity card, at least 3 recent references of which one should be from the immediate supervisor must be addressed to:

ALL APPLICATIONS SHOULD BE ADDRESSED TO:

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

Email to: [recruitment@buan.ac.bw](mailto:recruitment@buan.ac.bw)  
OR

Hand deliver applications to  
Records Office, Block 300, BUAN

18th

CLOSING DATE: September 2024

NB: Only shortlisted candidates will be contacted.



[www.buan.ac.bw](http://www.buan.ac.bw)



[info@buan.ac.bw](mailto:info@buan.ac.bw)

