



VACANCY: FINANCE MANAGER

The Competition Authority is constituted in terms of section 4 of the Competition Act Cap 46:09. The mandate of the Authority is to prevent and redress anti-competitive practices in the economy with the view to ensure the removal of constraints on the free play of competition in the economy. The Authority requires knowledgeable, highly skilled and self-driven citizens to apply for the following position:

Position Title: Finance Manager

Main Purpose of the Job

To plan, organise, manage, control and implement financial management and accounting systems and procedures to ensure the accurate recording of all financial transactions and the timely maintenance and preparation of the Authority's accounts and financial statements. This should be in accordance with internationally accepted accounting standards and conventions which will reflect the accurate financial status of the organisation.

Key Performance Areas

1. Ensure an effective financial control environment and informative financial management reporting.
2. Ensure availability of accurate management and financial accounts for informed decision making processes.
3. Effective interpretation and recommendations on the financial and management accounts.
4. Compliance with accounting systems, standards and procedures.
5. Achieve minimal audit queries, for both internal and external audits.
6. Accurate Management of the organisation's budget.

Position requirements

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| Education: | Degree in Accounting, Finance, Business Administration or equivalent accounting qualification. Professional accounting qualification such as ACCA or CIMA is required. |
| Experience: | At least 7 years' experience in a relevant field with experience in the preparation of management accounts and financial statements in a computerised accounting environment for effective business decision making. |

A strong background in the development, implementation and analysis of short term and long term financial performance plans.

Computer literacy, with knowledge of accounting software applications.

Registered member of BICA.

Key Areas of Accountability

1. **Financial Management:** Demonstrates understanding of principles of financial management necessary to ensure appropriate funding levels.
2. **Administration and Management:** Knowledge of business and management principles involved in strategic planning, resource allocation and coordination of people and resources.
3. **Technological Awareness:** Solid knowledge and understanding of information and communications technologies and ability to use such technology efficiently.
4. **Law and Government:** Knowledge of employment/financial laws and appropriate Acts.

Remuneration and Terms: The above position is on permanent and pensionable terms. Competitive remuneration and terms as contained in the General Terms and Conditions of Service of the Competition Authority await the right candidate.

Method of Application: Candidates who meet the requirements for the above mentioned position should apply and enclose comprehensive curriculum vitae, certified copies of certificates, copy of Omang and at least two work related references from current or previous employers. All applications should be addressed to:

**Chief Executive Officer
Competition Authority
Private Bag 00101
Gaborone**

Or Hand Deliver at:
Plot 28, Matsitama Road
Main Mall
Gaborone

For more information regarding this position, please contact the Human Resources Office at 3934278.

Note:

The Competition Authority will enter into correspondence only with shortlisted candidates.

Closing date: 26th July 2017

