

Vacancy Notice

Non-Bank Financial Institutions Regulatory Authority (NBFIRA) invites suitably qualified individuals to apply for the following vacancies:

1. Finance Manager

Reports to: Head of Finance

Main Purpose of the job

Responsible for the overall planning, organising, managing and controlling the financial and management accounting functions of the Authority, departmental risk management and ensure compliance with International Accounting Standards and Reporting Standards, statutory requirements and operating financial procedures and practices.

Key responsibilities

- Oversee the implementation of the financial management and accounting systems and procedures for accurate and timely preparation of management accounts and financial statements.
- Oversee the management of payables, receivables, payroll, maintenance of the fixed asset register in line with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS)
- Ensure adequate policies, procedures, measures and financial controls are in place and ensure team compliance with all relevant, policies and standards, and statutory requirements.
- Preparation of annual budgets, forecasting, reporting, control and monitoring and the preparation of monthly, quarterly and annual accounts.
- Establish the Authority's cash flow requirements and investments (where appropriate) to optimise returns on the Authority's assets and ensure adequate cash flow to meet the Authority's financial obligations.
- Management of statutory and internal audits and implementation of audit recommendations.
- Identify risks, coordinate implementation of mitigation measures and updating of Risk Register for the Finance department

Qualifications and Experience

- Degree in Accounting, Finance or related field.
- Professional accountancy certification such as ACCA, CIMA, CA or equivalent
- At least 8 years of similar experience post-qualification, including a minimum of 2-3 years in a comparable line management position
- Associate/Fellow member of ACCA, CIMA, CA or any chartered accountancy qualification recognized by IFAC and Associate/Fellow member of BICA
- A Master's in a Finance related field from a recognised institution will be an added advantage
- Knowledge of IAS, IFRS/IPSAS, taxation, internal controls, financial reporting, financial analysis, financial accounting systems, project accounting, payroll administration, treasury management, and budgeting

2. Accountant

Reports to: Finance Manager

Main Purpose of the job

Responsible for planning, organising and implementation of financial management, accounting systems and procedures to ensure accurate and timely financial reporting in line with the Authority's statutory requirements and in compliance with international accounting standards and international financial reporting standards.

Key responsibilities

- Implementation and maintenance of accounting records and procedures as well as ensure that financial transactions are undertaken in accordance with financial policies, procedures and controls.
- Coordinate the budget forecasting, preparation, reporting, control and monitoring.
- Responsible for managing the payables, payroll, treasury and cash management, fixed assets and receivables functions, the provision of required accounting services including general accounting and credit control, and the provision of appropriate systems support
- Prepare accounting and financial statements and reports, as well as monthly and quarterly management accounts
- Coordinate work of internal/external audits and implement agreed upon audit recommendations.
- Contribute to the identification of risks, implementation of mitigation measures and updating of Risk Register for the Finance department
- Prepare work plan, schedule work, allocate and delegate tasks; supervise the work of subordinates and appraise their performance.

Qualifications and Experience

- Degree in Accounting, Finance or any accounting related field from a recognised institution
- At least five (5) years' experience post-qualification, including two (2) years supervisory experience
- Professional accounting Part-qualification (CIMA, ACCA, CA) and BICA membership is required
- Knowledge of IAS, IFRS/IPSAS, taxation, internal controls, financial reporting, financial analysis, financial accounting systems, payroll administration, treasury management, and budgeting.

3. Data Capturer X4 (6 – Months Contract)

Main Purpose of the job

To accurately input, update, and maintain data in Electronic Document and Records Management System (EDRMS).

Key responsibilities

- Data Entry and Migration
 - Accurately capture, enter, and update data into the Electronic Document and Records Management System (EDRMS)
 - Assist in the migration of physical and digital records into the EDRMS.

- Document Verification and Quality Control
 - Review records for accuracy and completeness before entering into the system.
 - Identify and rectify discrepancies or errors in data as they arise
- Data Maintenance
 - Ensure proper organisation of records within the EDRMS.
 - Assist in the maintenance and archiving of digital files, ensuring adherence to organizational policies
- Reporting and Documentation
 - Generate and report on data progress during the implementation phase.
 - Provide regular updates on data capture progress to the project team.
- Compliance and Security
 - Follow data protection regulations and confidentiality protocols during data capture.
 - Ensure compliance with the EDRMS framework and related documentation standards.
- Collaboration
 - Work closely with the EDRMS implementation team to support the smooth transition of data
 - Coordinate with relevant departments to ensure timely and accurate data capture

Qualifications and Experience

- Certificate in Records Management, or Office Administration, or a related field
- At least 1 to 2 years of experience as a data capturer

Skills and Competencies

- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Experience using document management systems or EDRMS (advantageous)
- Strong typing speed and accuracy
- High attention to detail and precision in data entry
- Ability to maintain confidentiality and handle sensitive information
- Strong organizational skills and ability to manage time effectively
- Good communication skills (both verbal and written)

Interested candidates who meet the requirements are invited to submit; Applications, CV, certified copies of their academic qualifications.

The names of and contact details of two referees (2) who know you in a capacity to comment on your suitability for the position applied for. One of the referees should be either your current or previous employer. Preference will be given to qualifying citizen applicants. Further, kindly note that only shortlisted applicants will be responded to.

All applications referencing the positions applied for should be sent to the following email address: recruitment@nbfira.org.bw

Closing date of applications is on **April 17, 2025 at latest by 17:00hrs.**

Tel: +267 310 2595/ 3686100, **Fax:** +267 310 2376/310 2353
Plot: 3rd Floor Exponential Building 54351 CBD
Private bag: 00314, Gaborone, Botswana
Email: www.info@nbfira.org.bw, **Website:** www.nbfira.org.bw

