



Vacancy

POSITION: ACCOUNTANT - BIHL

Who we are

Botswana Insurance Holdings Limited (BIHL) is a broad based financial services group and one of the largest companies listed on the Botswana Stock Exchange. Its two largest subsidiaries, Botswana Life Insurance Limited and Botswana Insurance Fund Management (Bifm) hold dominant positions in their respective sectors. In line with its diversification and value enhancement strategy, BIHL introduced BIHL Sure!

Applicants are invited from suitably qualified employees for the position of Accountant at Botswana Insurance Holdings Limited (Group).

Job Purpose

The role of the Accountant is to ensure transactions are accurately and timely processed for input into the management accounts and reconciliations are done. The role also exists to provide effective and efficient departmental support on services provided to other units and external customers.

Principal accountabilities:

Reporting to the Finance Manager, the Accountant shall:-

- Manage and control the allocation of expenditure to ensure adherence to approved budgeted expenditure.
- Assists in compiling the budget by providing information based on operational and resource requirements.
- Implement the financial processes to ensure adherence to policies and procedures.
- Assist in the implementation of annual budgeting process for BIHL Company, BIHL Trust and BLI Investments.
- Ensure adherence to legislative and corporate governance compliance requirements to manage the risk and consequences on non-compliance i.e. BSE.
- Analyse information by using appropriate accounting techniques to determine and recommend various alternatives to ensure viability and profitability
- Maintain asset registers and record capital acquisitions and disposals for accounting and tax purpose and amortize assets.
- Implementation of monthly management accounts for BIHL Company, BIHL Trust and BLI Investments analysis of actual versus budget for expenses.
- Preparation of financial statements in accordance with IFRS.
- Maintaining the Employee Share Scheme Records.
- Manage subordinate's key performance areas by setting and monitoring the performance standards and taking action to correct deviations to achieve the department's objectives.
- Liaison with the Transfer Secretaries, PWC on the share scheme.

Competencies and Skills required for the job

- Knowledge of auditing practices and principles
- Knowledge of applicable laws, codes and regulations
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization is essential
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Result driven
- Computer literacy
- Ability to use financial systems or software packages such as Oracle Financials, HFM, etc.

Qualifications

- A Bachelor's degree in Finance, Accounting or AAT plus part qualification of professional accounting qualification i.e. ACCA, CIMA or equivalent.

Background Experience

At least five (5) years working experience in a financial institution, two of which should have been at supervisory level. Experience in a financial services and/or audit environment would be an added advantage.

Interested applicants should send/email a detailed CV by Friday 01 November 2013 to:-

recruitment@bihl.co.bw

or

Group Human Resources

P O Box 336

Gaborone

NB: Only shortlisted candidates will be responded to.

