

COMMISSIONER – FINANCE AND ADMINISTRATION

As a lead state revenue collector, BURS strives to effectively and rigorously administer and enforce taxation laws and provides for the assessment and collection of tax on behalf of the Government. The organisation has rolled out its long term strategic plan and therefore seeks to appoint a seasoned, dedicated, decisive, results oriented, influential leader to join their high performing team

MAIN PURPOSE OF THE JOB

Reporting to the Commissioner General, this role provides a strategic direction in the formulation and implementation of policies and strategies to facilitate efficient, secure and effective financial management, accounting and administrative services in accordance with international accounting and administrative best practices.

KEY PERFORMANCE AREAS:

- Strategic Management, Revenue Management, Financial Reporting and Management, Budget Management, Audit and Assurance, Procurement, Records, Administration and Human Resource Management.
- Accuracy and availability of accounts and financial statements.
- Compliance with international accounting financial reporting standards and procedures.
- Delivery of financial statements and accounts in accordance with agreed schedules.
- Treasury and cash flow management.
- Minimisation of audit queries.
- Availability of budgets and financial information to facilitate management decision-making.
- Provision of cost effective and efficient procurement, supplies management, records management and administrative services.
- Effective customer service and utilisation of resources.
- Attraction, retention and development of high calibre staff

QUALIFICATIONS AND WORK EXPERIENCE:

The ideal candidate must possess a Bachelor's Degree in Accounting or Financial Management and a Membership of an internationally recognised Accounting Professional body such as ACCA, CIMA or similar. A relevant Master's Degree will be an added advantage.

At least ten (10) years relevant post qualification experience, two (2) of which should have been at Senior Management Level. Knowledge of computerised accounting systems to enhance quality of financial management and accounting, procurement and administrative support services is essential.

KEY COMPETENCIES:

- Team Leadership
- Strategic Orientation
- External Environmental Awareness
- Results Oriented
- Communication Skills
- Influence and Impact
- Judgement & Decision-Making
- Development and Empowerment of Others

REMUNERATION AND BENEFITS:

An attractive remuneration package, benefits and career advancement opportunities will be offered to the right candidate.

APPLICATION PROCESS:

Kindly show interest by sending your current CV and certified copies of academic certificates to consulting@testrite.co.bw no later than 13th September 2019 or hand deliver to Office No. 126, Plot 54368 Commercial Street, iTowers, The Hub (Regus) - Gaborone CBD. Only short-listed candidates will be contacted. Should you have any enquiries please feel free to Contact Ms Boitumelo Matong on: 398 1917/24; 71 726 233; 76 226 996 before the stipulated closing date.