



The Quantity Surveyors Registration Council (QSRC) is a professional regulatory body established in terms of the Quantity Surveyors' Registration Council Act, 2013 to regulate the activities and conduct of Quantity Surveyors in Botswana.

The QSRC is looking to recruit an **ACCOUNTS OFFICER**.

### **Job Function**

To provide financial; accounting and reporting services, manage working relationships with external parties ie creditors and BURS and ensure timely payment; adherence to business controls to ensure effective, efficient and accurate financial and administrative operations.

### **REQUIREMENTS:**

- Minimum Qualifications: Degree in Finance, Accounting or any relevant field; AAT or equivalent
- At least 3 years of relevant experience in an accounting role
- Registered with Botswana Institute of Chartered Accountants (BICA)

### **KEY RESULTS AREAS**

1. Finance
  - Provides accounting services and manages the Council's payroll
  - Prepares the Council annual budget and ensure expenditure is controlled within the set budget
  - Implements requisite controls to ensure proper, efficient, secure and auditable handling of finances.
2. Asset Management
  - Maintains an effective, up-to-date and comprehensive list of paid up members
3. Asset Management
  - Maintains an asset register of all assets of the Council.
  - Conducts periodic asset verification against the asset register
4. Procurement
  - Manages the payment of goods and services for the Council.

### **SKILLS:**

- Ability to use Sage Evolution and PASTEL Payroll software
- Sound technical knowledge on GAAP, IFRS and IAS

### **Technical Competencies:**

- Financial acumen
- Budgeting
- Business controls

**Interested applicants should email their applications to: [info@qsrc.org.bw](mailto:info@qsrc.org.bw) not later than 13<sup>th</sup> March 2020.**

NB: Indicate position title on the e-mail subject-line