



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 ensure sound financial management of funds and to assist in the achievement of the Council's objectives in line with its budget.

REQUIREMENTS:

- Must possess a Bachelor's Degree in Accounting, Finance or equivalent and must be registered with BICA
- At least 3 years of relevant experience
- Ability to use Microsoft Office Suite
- Ability to use Sage Evolution and PASTEL Payroll software
- Should be able to self-manage
- Be analytical, meticulous, independent thinker, team-player, results oriented, have emotional intelligence, integrity, and a good communicator

KRAs

1. Finance
 - Provides bookkeeping and accounting services
 - Determines adequacy of financial information, and timeliness of transactions
 - Performs reconciliations and final accounts as and when necessary
 - Prepares taxes and ensure timely payment to BURS
 - Management of staff remuneration
2. Asset Management
 - Maintains a register of all assets of the Council
 - Manages relations with other third parties
3. Procurement
 - Manages the procurement of goods and services for the Council

HOW TO APPLY

Submit a comprehensive application to;

E-Mail: **recruitment@qsrc.org.bw**

NB: Indicate position title on the E-Mail subject-line

CLOSING DATE: 26 May 2021