



CAREER DEVELOPMENT OPPORTUNITY

SOS Children's Villages; www.sos-childrensvillages.org is an international non-governmental social development organisation that has been active in the field of children's rights and committed to children's needs and concerns since 1949. In 133 countries and territories our activities focus on children without parental care and children of families in difficult circumstances. In Botswana SOS Children's Villages operate on three (3) locations, Tlokweng, Francistown and Serowe.

We work on family based, long term care of children who can no longer grow up with their biological families. We also support disadvantaged families to prevent crisis that can in the worst case scenario lead to children being placed in out of home care. Our family strengthening programmes build families' and communities' resources, on their ability to organise themselves and on their responsibility for the well-being of the children.

Accounts Officer – Serowe and Francistown

Reporting to the Senior Accountant the candidate's primary role is to ensure the timely and accurate maintenance of the SOS accounts and financial statements and adequacy of cash flows to meet the requirements of the organization.

Job Summary

- Assist in the preparation of the annual budget forecast by obtaining all necessary financial information from the relevant officers
- Ensures adequate cash flow through the timely transfer of funds amongst the various bank accounts and recommends the investment of surplus funds;

- Ensures that accounting processes are carried out in accordance with set SOS financial management policies and procedures;
- Administration of petty cash
- Reviews and maintains General Ledger reconciliations;
- Supervises Village Administrators
- Responsible for recording, accounting and reconciliation for all sponsorship and fundraising money.
- Prepares the audit file under instruction from the supervisor and attends to audit queries;
- Reviews the fixed asset register and verifies the depreciation of assets; and
- Undertakes other such duties as directed by the supervisor

Required Qualification and Experience

- Degree in finance/accounting or AAT. A Part professional qualification in AACA/CIMA/BICA would be an added advantage
- At least three years' experience as an accounts officer level in a computerized accounting environment and IT proficiency
- Clean Driver's License

Competencies

- Ability to work in a busy and dynamic environment
- Communication Skills
- Negotiation and Advocacy
- Results oriented
- Customer Focus
- Planning and Organizing
- Managing Information

We offer a competitive NGO salary with medical aid and pension fund.

In accordance with the organization's child protection policy, all employment is subject to applicable background checks, including criminal record check. In addition to a meaningful, challenging sphere of work, the chance to develop you both personally and professional.

Applicants who meet the requirements should strictly forward their application to:

Due to an anticipated high volume of applications, the organization will only correspond with shortlisted applicants.

Human Resources Office
Charlotte.Sephutho@sos-botswana.org

Or hand deliver @
National Office
Plot 584, Lesunyana Ward
Tlokweng

Closing Date: 24 October 2023