



Job Description

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Job Title Financial Controller – Botswana	Job Location Gaborone	Category -
Job Type Full Time	Job level Intermediate	Industry FMCG, Retail & Wholesale
Open to Expatriates Open to Expatriates & Local Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry FMCG, Retail & Wholesale: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The key purpose of this role is to ensure timely and accurate reporting of month end financial results for the specific country. Through stakeholder management, ensure the accuracy and completeness of the monthly reported financial statements and accompanying schedules. Ensure adherence and proper documentation for MICS and SOX, Continuous improvement review of processes in the entity, maximise effectiveness and efficiency of process areas, the position performs activities on the financial transactions across various systems, including SAP and Anaplan.

Responsibilities

- Drive month end close processes with all the stakeholders within the specific deadlines. Engage with various stakeholders to resolve issues within the specific deadlines.
- Monthly variance analyses for the statement of Financial Position, ICY, Fixed Assets, Debtors, Creditors, Tax & Interest
- Adhere to MEC & Year end instructions and submit required templates, improving mapping and automation of interfaces between systems
- Review monthly balance sheet reconciliations in line with control requirements
- Review of Monthly ,bi-annually and annually tax submissions for entities to ensure reporting is complete and accurate
- Assist in internal and external audit process of entities in the country
- Adhere to internal control protocols and provide information as required for internal and external audit. Prepare, maintain and archive documentation to satisfy audit and statutory requirements.
- Review & post MEC journals in FCCS, COGNOS where necessary
- Support the Cognos month end & quarter end pack, providing commentary where necessary
- Identify opportunities to continuously improve results and reduce MEC process time taken
- Assist the team to meet weekly and monthly targets and all relevant SLA's and KPI's
- Remediation of SOX findings for specific country
- MICS Improvements and control ownership (with Financial Accounting Manager being oversight on controls)
- Assist in data gathering for BBBEE verification
- Assist in compilation of annual financial statements of specific country
- Any ad-hoc request related to financial controllership for specific country

Education & Qualifications

- Bachelor of Commerce in Finance or equivalent

Requirements

- 3 years relative experience

Characteristics

- Business knowledge and acumen
- Technical skills: Financial Reporting, IFRS, SARBOX
- Ability to work on own initiative and priorities workload effectively
- High sense of accuracy, attention to detail & adherence to deadlines
- Influencing diverse stakeholders
- Implementing and achieving business results through others
- Thinking conceptually and strategically, while maintaining a cost- conscious and practical approach to using time and resources
- Driving change and demonstrating resilience
- Proficiency in MS Excel, Outlook, SAP (R/3, FI/CO, MM, Product Costing), FCCS, COGN

Reporting To

- Head of Control and Tax

Driving Licence

Not Required

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