

VACANCY ADVERTISEMENT - FINANCE AND ADMINISTRATION MANAGER

THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY ACCREDITATION SERVICE

The Southern African Development Community Accreditation Service (SADCAS) is a multi-economy accreditation body established in terms of Article 15 B of the Technical Barriers Trade (TBT) Annex to the SADC Protocol on Trade with the primary purpose of ensuring that conformity assessment service providers operating in those SADC Member States which do not have national accreditation bodies are subject to an oversight by an authoritative body. SADCAS services the accreditation needs of 14 SADC MS namely: Angola; Botswana; Comoros; Democratic Republic of Congo (DRC); Eswatini; Lesotho; Madagascar; Malawi; Mozambique; Namibia; Seychelles; Tanzania; Zambia; and Zimbabwe. SADCAS plays a key role toward the achievement of SADC goals in trade facilitation and in the protection of health, safety and the environment.

Position currently on offer is tenable in Gaborone, Botswana.

Finance and Administration Manager - reports directly to the Chief Executive Officer

MAIN PURPOSE OF THE JOB

- Ascertain that financial statements presented are true and fair and that they are always prepared in terms of the Financial and Accounting Policies and procedures (FAPP) manual and in accordance with relevant International Financial Reporting Standards.
- Prepare and monitor the budgets in liaison with the Unit Managers to ensure there is a financial plan and operate within the approved budget.
- Manage SADCAS working capital.
- Ensure that audit issues raised are addressed in order to comply with laid down internal controls
- Prepare payroll and ensure that employees are paid in a timely and accurate manner and in adherence to tax obligations.
- Implement and oversee SADCAS Performance Management System.
- Support management on recruitment and human resources matters to ensure SADCAS acquires a capable and qualified workforce.
- Coordinate the Performance Appraisal exercises so as to encourage high performance from all staff.
- Monitor the implementation of the Performance Management System and processes to ensure adherence to set policies and procedures.
- Prepare, coordinate & monitor the annual Staff Training and Professional Development Plan.
- Develop and ensure proper application of HR policies and procedures and facilitate their compliance.
- Manage contracts of service providers to ensure efficient service delivery and compliance to agreed policies, timelines and requirements.
- Manage all general office administration activities to ensure the efficient running of operations at SADCAS.
- Ensure all approved insurance policies are in place to cover professional risks, assets etc
- Cost effective procurement and adherence to procedures for the purchase of goods and services.
- Prepare documents for board packs accurately and timeously to ensure success of board meetings.
- Maintain minute proceedings of the Board and the Board Committees' (Human Recourses and Remuneration Committee (HRRC) and Finance Risk and Audit Committee (FRAC) meetings.

KEY RESPONSIBILITIES

- Financial Management
- Budget Preparation
- Treasury Management
- Payroll Management
- Human Resources Management
- General Administration
- Risk Management
- Corporate Governance
- Assets Management

REQUIRED COMPETENCIES

- Financial Management
- Risk Management
- Compliance
- Integrity
- Strategic thinking skills
- People management skills.
- Analytical skills.
- Computer literacy
- Logical reasoning
- Conceptual Thinking
- Team Player
- Adaptability
- Organisational awareness
- Developing others
- Planning and organising

QUALIFICATION & EXPERIENCE

- Degree in Accounting/Finance/or equivalent plus a full qualification of an internationally recognised accounting profession such as ACCA, CIMA, BICA and must be a member in good standing with BICA.
- A minimum of 7 years post-qualification experience in a computerised accounting environment, 3 years of which should have been at a senior managerial level. Must have experience in supporting organisations at Board level

REMUNERATION

SADCAS offers a competitive and attractive remuneration package to the most suitable candidate. The position is offered on a **five (5) year fixed term contract**.

REQUIRED DOCUMENTS

A Curriculum Vitae (maximum 3 Pages), names of three referees and certified copies of certificates should accompany the application.

HOW TO APPLY

Interested and suitably qualified candidates who are up for the challenge are encouraged to email their application to recruitment@sadcas.org or [visit www.sadcas.org](http://www.sadcas.org) to access the advertisement.

CLOSING DATE: 08 JUNE 2025

CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY.