

EXTERNAL ADVERTISEMENT



ASSISTANT ACCOUNTANT

The mandate of the Botswana Open University (BOU) is to make education accessible to all Batswana, especially out-of-school youth and adults, using open and distance learning (ODL) methods. This means providing flexible learning environments that cater for diverse needs and preferences, allowing individuals to study at their own pace and convenience. The University's mission is to offer quality education, research, and community engagement through ODL solutions.

Botswana Open University (BOU) requires a suitably qualified and duty conscious person for the Position detailed below:

Main Purpose of the Job

Performs accounting and bookkeeping duties to support the financial management across different University functions and assists in analysing financial data in accordance with the International Financial Reporting Standards (IFRSs) and regulations of the University, to ensure timely receipts and payments and accurate recording of financial transactions of the University.

Qualifications, Experience & Competencies

- Degree in Accounting or AAT (full qualification) or part-qualification of ACCA/CIMA/BICA.
- Minimum of two years' experience in a computerised accounting environment.

Key Performance Areas

- Process all sundry and creditors payments in accordance with the procedures of the University to ensure accurate and timely payment.
- Maintain the general ledger by capturing monies disbursed as imprest and/or petty cash to ensure accurate records as well as bank management
- Collect payments from both internal and external clients and maintains accurate records in accordance with University standards to ensure effective financial accounting.

- Process payment of salaries and expenses of all University employees in accordance with University standards.
- Assists with the preparation and management of budgets and management accounts.
- Management of fixed assets.
- Creditors and debtors management.
- Prepare audit schedule and attend to audits.
- Students Accounts management.

Competencies

- Attention to detail.
- Good numeracy skills
- Excellent communication and interpersonal skills

Remuneration

BOU offers a competitive salary commensurate with qualifications and experience.

Interested persons who meet the above stated requirements should e-mail their applications together with copies of their Curriculum Vitae, relevant certified copies of certificates and two recent references to: recruitment@staff.bou.ac.bw

The applications should be addressed to:
Director, Human Resources
Botswana Open University
Private Bag BO 187, Gaborone
Tel: 3646000

Only shortlisted applicants shall be responded to.

Closing Date: 26th September 2025