CAREER OPPORTUNITY

Botswana Post Group seeks to deliver sustainable innovative business growth through people excellence and a commitment to provide exceptional customer experience whilst continuously building a high-performance and people-centred company that is fit to serve and fit to grow. As we continue to transform our business and strengthen our leadership capacity, we invite suitably qualified, innovative, resilient, results-oriented and self-driven professionals to apply for the following positions:

1. FINANCIAL CONTROLLER BPS 33/2/1 VOL 1 (62)

JOB SUMMARY;

The Financial Controller is a senior manager responsible for planning, directing and implementation of efficient and effective accounting and financial management systems and procedures within the Finance Department to meet business objectives consistent with Botswana Post Group policies. The Financial Controller oversees management of financial controls, risk coordination, compliance monitoring and revenue assurance activities by implementing effective control frameworks, monitoring organisational risks and compliance obligations, safeguarding revenue and assets, and supporting the achievement of BotswanaPost group strategic and operational objectives.

The Financial Controller reports to the Chief Financial and Risk Officer

POSITION REQUIREMENTS;

Key Responsibilities

Customer Satisfaction

- Maintain and develop customer satisfaction by liaising with user departments and post offices to establish accounting and reporting procedures and deadlines to ensure that accounting information is processed in accordance with customer service standards.
- Ensure professional and timely communication with customers is maintained at all times.

Planning and Development

- Identify and evaluate appropriate information systems
- Coordinate the flow of communication by conducting regular team meetings to ensure that staff is updated on the groups' relevant issues, plans, changes and processes.
- Managing the process of information gathering, processing, and storage.
- Establish service performance standards and measurement to ensure all staff meet and/or exceed the required service levels.

Financial Management

- Ensure that all payments and other expenditures are paid timeously, in compliance with laid down procedures and authorised in accordance with budgetary provisions.
- Manage the processing of international payments to other postal authorities in accordance with international and revenue sharing agreements
- Ensure compliance to internal financial regulations at all times, and work closely with all relevant stakeholders to review financials and other performance data to identify areas of non-conformance ensuring corrective action is taken.
- Ensure adherence to Risk Management Framework.
- Participate in the monitoring of financials and other performance data to detect any fraud within the Company and its subsidiaries and liaise with the investigations team

Enterprise Risk Management.

- Coordinate the implementation of Enterprise Risk Management Framework across all functions and subsidiaries.
- Consolidate risk reports and submit recommendations to the Chief Finance and Risk Officer (CFRO)
- Facilitate periodic risk assessments and risk reviews

Compliance Management

- Coordinate implementation of the Compliance Risk Management Framework
- Maintain the Annual Compliance Register.
- Conduct compliance reviews, monitoring activities and regulatory checks.
- Monitor compliance with statutory, regulatory and organisational requirements
- Track and report compliance breaches and ensure corrective action plans.
- Coordinate preparation and submission of statutory and regulatory returns.
- Maintain AML/CFT/P compliance records and reporting requirements.
- Provide risk and compliance advisory support to business units.
- Prepare monthly, quarterly and annual risk and compliance reports.
- Support Executive and Board reporting requirements through the CFRO

Revenue Protection and Internal Controls

- Monitor the revenue lifecycle and identify potential revenue leakages.
- Review exception reports, reconciliations and control reports.
- Coordinate fraud prevention and detection activities.
- Monitor effectiveness of mitigating controls and recommend improvements.

Operational Risk Management

- Conduct operational risk assessments across business units and subsidiaries.
- Coordinate investigations relating to operational losses, control failures and fraud incidents.
- Maintain risk incident registers and lessons learned databases.
- Monitor key risk indicators and provide regular management reporting

Business Continuity

- Coordinate Business Continuity Planning activities across the group.
- Monitor testing and review of Business Continuity and Disaster Recovery Plans.
- Report Business Continuity Management readiness and gaps to the Chief Finance and Risk Officer.

People and Performance

- Responsible for setting objectives and assigning tasks to all team members, scheduling and monitoring work and reviewing results for timeliness, accuracy and quality.
- Ensure that all team members meet performance objectives by being responsible for providing day to day supervision, workforce planning, training and support, and conducting performance appraisals in accordance with the group strategy and HC policies and procedures.
- Allocate duties, supervise and coach all the team members so that set performance standards are met.

QUALIFICATIONS;

- A Bachelor's Degree in Accounting, Finance, Commerce or related field.
- Professional Accounting Qualification such as ACCA, CIMA, CPA or equivalent.
- Membership of the Botswana Institute of Accountants (BIA).
- An additional qualification or professional certification in Accounting, Risk Management, Compliance, Internal Audit or Governance (e.g. CRMA, CERA, CIMA, ACCA, CPA, CIA, CGRC, CAMS or equivalent) will be an added advantage

EXPERIENCE;

- Minimum of seven (7) years' post-qualification experience in finance, accounting, risk management and compliance functions, with at least three (3) years at a senior management level in a large commercial or parastatal organisation.
- Demonstrated experience in leading financial accounting, treasury, regulatory reporting, enterprise risk management and compliance functions.
- Proven experience in developing and implementing internal control frameworks, risk registers, compliance programmes and governance initiatives.
- Extensive experience in computerised accounting systems, enterprise resource planning (ERP) systems and risk management information systems.
- Experience in dealing with regulatory authorities, external auditors and governance structures such as Executive Management and Board Committees.
- Sound knowledge of fraud risk management, revenue assurance, business continuity management and operational risk management

COMPETENCIES;

- Strategic Leadership and Decision-Making.
- Financial and Commercial Acumen.
- Enterprise Risk Management and Governance.
- Analytical Thinking and Problem Solving.
- Sound Judgement and Decision-Making.
- Planning, Organising and Coordination.
- Integrity and Professional Ethics.
- Change Management and Innovation.
- Stakeholder Management and Relationship Building.
- Negotiation and Influencing Skills.
- Excellent Written and Verbal Communication Skills.
- Ability to exercise initiative, professional scepticism and a proactive approach

2. CAPITAL INVESTMENT AND PROFITABILITY ACCOUNTANT BPS 33/2/1 VOL.1 (63)

JOB SUMMARY;

The Capital Investment and Profitability Accountant is responsible for the production of detailed capital investment appraisal for projects and major purchases, product profitability analysis as well as facilitate and oversee the processing of capital expenditure transactions. To provide accurate financial data to facilitate the cost and price structure of the Company and its subsidiaries.

This position directly reports to the Chief Financial and Risk Officer.

POSITION REQUIREMENTS;

Key Responsibilities;

Strategic Responsibility

- Contribute to the formulation of strategic plans, business plans, budgets and operating plans and managing performance in accordance with these plans.
- Development of key performance indicators for the team, Preparation of monthly, quarterly and annual performance monitoring reports.
- Review of the team's performance on a monthly, quarterly and annual basis ensuring that corrective action is taken where required.
- Ensures continuous organisational performance improvement and change management initiatives.

Internal Audit and Process review

- Takes responsibility for risk management processes and audit within the team.
- Complies with governance in terms of risk and audit requirements.
- Provide the business with reports specifying and comparing factors affecting prices and profitability of products or services.
- Ensures compliance to the organisation's internal audit policies, procedures and plans affecting the team.
- Assists the Internal Audit team in their duties while carrying out audits in the cost accounting section.
- Reviews and implements the recommendations of audit reports affecting the cost accounting team.
- Works in close liaison with the Internal Audit to ensure effective internal controls are in place with particular reference to fraud prevention mechanisms
- Participates in quality audit as undertaken by the internal audit, quality assurance and risk functions respectively.

Information Systems and Reporting

- Takes responsibility for the development, implementation and maintenance of the computerised financial systems, ensuring high standards of data quality and effective and productive management reporting.
- Promotes and facilitates the use of information technology in the provision of financial accounting services.
- Ensures that the cost accounting team is equipped with the necessary skills and expertise to benefit from information technology and the accounting systems within the company

Customer and Stakeholder Management

- Builds and maintains effective working relationships with internal and external stakeholders
- Measures stakeholder satisfaction performance against agreed quality standards and recommend necessary action
- Participates in various educational opportunities and attend various conferences and update knowledge efficiently.
- To keep up to date with professional developments in accounting strategies, techniques and methodologies, and changes in regulatory and / or legislative issues
- To disseminate information to staff, and managers as deemed necessary

Financial Management

- Provide the business with reports specifying and comparing factors affecting prices and profitability of products or services.
- To produce detailed Capital Investment Appraisals for proposed major purchases and Capital Projects in conjunction with the relevant departments to maximise returns.
- To ensure that the correct VAT treatment is used on all Capital Projects.
- Ensures the accurate, timely and reliable recording and processing of accounting information to ensure that the cost accounting section complies with internal financial policies and standards and international accounting conventions.
- In conjunction with the Business development relationship management, to determine the product and unit cost for all Botswanapost and its subsidiaries products and services and assist in the pricing of products and services.
- To undertake annual reviews of existing Agency and Corporate service contracts in conjunction with the Business Development Manager and to make recommendations on contract price increases.

Project processes, standards and management

- Analyze changes in product design or services provided to determine effects on cost and margins
- Produce monthly detailed Project Management Reports for current Capital Projects
- Helps and assists Project Managers with specific financial queries about their projects.
- To undertake reconciliation work of capital projects in order to satisfy the requirements of the various Funding sources
- Prepare and processes claims to external organisations to secure Funding for the projects within the Capital Plan
- Provide assistance to manage all ad hoc projects and assist management on all accounting activities.
- Develops and manage action plans and implement all quality, production standards.
- Performs troubleshoot on all financial reports, complete audits, identify trends to determine improvement plans.
- Challenges the status quo and comes up with continuous review of internal processes to reduce errors and inconsistencies to Improve efficiency.

QUALIFICATIONS;

- A recognised Degree in Accounting, Finance or equivalent (required).
- Professional Accounting Qualification such as: ACCA, CIMA, CA, CPA or equivalent recognised qualification and/or part qualification (an added advantage).
- Membership with a recognised professional accounting body such as BICA or equivalent (required).
- Valid knowledge of International Financial Reporting Standards (IFRS), Generally Accepted Accounting Principles (GAAP) and financial governance frameworks.

EXPERIENCE;

- A minimum of six (6) years relevant post-graduate accounting experience, of which at least three (3) years should have been in capital investment appraisal, financial analysis, CAPEX management or corporate finance at a supervisory or management level.
- Proven experience in financial modelling and investment appraisal methodologies (NPV, IRR, DCF, payback analysis) and profitability analysis.
- Demonstrated experience in fixed asset management, cost accounting and regulatory reporting.
- Proven working knowledge of ERP systems such as Sage, Oracle, SAP or equivalent financial systems.
- Experience in the postal, logistics, telecommunications or highly regulated operational environment will be an added advantage.

COMPETENCIES;

- Commercial awareness
- Able to cope with pressure
- Good team working skills
- Communication skills
- Interpersonal skills
- Analytical and numerical skills
- Decision making skills
- Organisational skills

3. COMPLIANCE OFFICER BPS 33/2/1 VOL.1 (64)

JOB SUMMARY

The Compliance Officer is responsible for supporting the Risk and Compliance Manager in the execution of the Compliance framework and enterprise wide risk management processes in order to minimise/ prevent losses arising from incidents.

This position directly reports to Compliance & Regulatory Affairs Specialist.

POSITION REQUIREMENTS

Key Responsibilities;

Analysis, Monitoring & Testing

- Conduct monitoring and testing routines of existing internal controls designed to detect unusual/suspicious activities and to test for adherence to the Company's AML/CFT policies and procedures;
- Identify the major AML/CFT risk trends (weekly, monthly, quarterly, and semi-annually); Provide conclusions to identify areas for focused training;
- Act as the first line of contact with the Business Units to provide support and guidance on AML/CFT related matters;
- Proactively identify best practices to ensure compliance with regulatory requirements; and
- Identify and provide recommendation(s) on areas of improvement to close gaps to the Manager, AML; and communicates and works with business units to resolve identified gaps.

Reporting;

- Provide professional written reporting on a regular basis, and as directed or requested, to keep Senior Management informed of the operation, quality of testing and monitoring routines, emerging trends, and progress of compliance efforts;
- Prepare and/or submit unusual transactions, Suspicious Transactions Reports (STRs) and other reports within specified timeline;
- Assist in preparing compliance related statistics and reports to assist the department in reporting to Senior Management and the Board of Directors.

Business Support

- Support business units by providing advice on inquiries, escalations, and/or resolutions;
- Provide support to business units to ensure compliance issues/ concerns are being appropriately evaluated, investigated and resolved.

Change management

- Lead change initiatives at a functional level;
- Manage the change process by translating change imperatives into projects/programs, goals, priorities and contingencies as well as redesign structures, systems and processes for change.

Risk Assurance

- Maintain Knowledge and understanding of risk management;
- Evaluate exposure and risks in the business environment, assess effect of findings on operating processes and Company performance which may lead to product and process innovation to improve service levels;
- Analyse to deduce patterns of risk exposure and predict future trends.

Application of the legislation

- Ensure in-depth knowledge and understanding of relevant laws impacting on the Company and engaging industry bodies proactively through respective organization in order to build a good reputation.
- Keeping abreast of legislation & adapting the Company to legislation.

Customer satisfaction

- Maintain and develop customer satisfaction by liaising with user departments and branch network to establish compliance and reporting procedures and deadlines to ensure that compliance information is processed in accordance with customer service standards.

QUALIFICATIONS;

- A Bachelor's Degree in Risk Management, Business Management, Accounting or Insurance or related field.
- Membership of professional bodies such as Certified Risk Analyst or Fraud Investigation or equivalent.

EXPERIENCE;

- A minimum of five (5) to eight (8) years' risk, security and compliance experience at managerial level. Knowledge of risk assessment and accounting system and tools is an added advantage.

COMPETENCIES;

- Leadership skills
- Organizing and Coordinating
- Analytical thinking and problem solving
- Ability to be initiative and be proactive
- Innovation
- Strong and influential negotiation skills
- Ability to establish and maintain effective relationship
- Excellent communication skills
- Coaching and developing team

BENEFITS;

- Botswana post offers attractive salaries and benefit packages that are commensurate with qualifications and experience.

APPLICATION INSTRUCTIONS;

Only candidates who meet the above requirements need to apply by enclosing an application letter, detailed curriculum vitae, copies of certified certificates and Omang/ID to:

Chief Human Capital Officer
BotswanaPost
P.O. Box 100
Gaborone **OR** email a complete application to: **recruitment@botswanapost.co.bw**

All applications must be submitted on or before **7th August 2026.**

NOTE: Please note that we only contact shortlisted candidates.

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