



## VACANCY ANNOUNCEMENT

ACHAP was established as a Public-Private Community development Partnership to enhance and support Botswana's HIV & AIDS response. Using a comprehensive approach, ACHAP has successfully supported HIV prevention, care and treatment in Botswana over the last two decades with remarkable results. Key to the success of ACHAP support has been the focus on results, the ability to develop and manage partnerships with government, civil society, other development partners and the private sector. ACHAP is now an independent non-profit making entity with a broader health mandate, wider geographical focus continuing to build on, and leverage on her core competencies in the field of HIV/AIDS and related health conditions.

ACHAP seeks to appoint suitably qualified and highly motivated individuals to the following positions:

### 1. Senior Finance Officer- Fund Accounting & Compliance

#### **Job purpose**

The Senior Finance Officer Fund Accounting and Compliance shall be responsible for carrying out pre-grant assessments as well as planned and ad-hoc audits aimed at ensuring that grants are awarded and executed in compliance with the provisions of the funding agreements

#### **Roles and Responsibilities**

- Conducts a financial pre-grant assessment exercise in order to assess if the project meets set requirements.
- Verifies the accuracy and completeness of disbursements and procurement requests, checking compliance with the provisions of the Funding Agreement;
- Conducts beneficiary site audits to discuss financial and operational issues or explaining accounting procedural changes and practices;
- Audits accounts, verifying proof of expenditure and program reports to ensure compliance with ACHAP established standard operating procedures, practices and guidelines;
- Analyses financial reports submitted by the operational areas and ACHAP funded operations and making appropriate recommendations;
- Maintains Program Fixed Assets Listing, conducting periodic audits of the asset inventories;
- Prepares operational audit reports including source and application of funds, financial status of the project and recommendations regarding improving operations of beneficiaries;

- Monitors the status of implementation of financial and operational audit recommendations for ACHAP-funded projects;
- Maintains master files on sub-grants, monitors program funding paperwork and generates correspondence on program funding issues;
- Provides accounting support to ACHAP Program staff and funded projects;
- Develops the Annual Compliance Review Plan;
- Maintains all organizational and professional ethical standards and conducting compliance reviews with appropriate reference to the International Standards for the Professional Practice of Internal Auditing (Standards);
- Establishes standards and implementing procedures to ensure that the compliance programs throughout ACHAP are effective and efficient in preventing, detecting, and correcting noncompliance;
- Ensures compliance with ACHAP and sponsor policies, procedures, and controls;
- Provides due diligence to ensure that funds are used effectively for the purposes outlined in contractual commitments and are not vulnerable to corruption or misappropriation;
- Identifies key control points of systems and assessing the adequacy of related preventative or detective controls to protect the assets of the company;
- Ensures that contracts, sub-awards and other procurements comply with applicable regulations, policies, and good commercial practice;
- Takes appropriate actions to prevent non-compliance, reports non-compliance in a timely manner and regarding due process, and initiates further audits or investigations as directed by the Board or executive;

#### **Qualifications and experience**

- Degree in in the area of Finance, audit, Accounting, Risk and Compliance management or any related field is preferred;
- Relevant certification from internationally recognized compliance or auditing organization is highly desirable
- Experience with audits of projects funded by international donors and institutions is required
- 8 years' experience in similar role or managing risks and compliance activities

#### **Knowledge, skills and attributes**

- Knowledge of Accounting standards and auditing procedures
- Provisions of the funding agreements
- Analytical and organizational skills
- Support, encourage and mentor team members and other colleagues to achieve set goals
- Ability to meet strict deadlines

## **2. Finance Officer**

### **Job purpose**

The job holder shall be responsible for processing payments, reconciling and recording accounting and financial information into the books of ACHAP, and to also liaise with third parties (external).

### **Roles and Responsibilities**

- Maintains staff travel advance to ensure that ACHAP funds are not misused;
- Captures data in Delta to necessitate financial reporting and availability of any non-financial information;
- Captures receipts and payments in the cashbook to necessitate bank reconciliation;
- Passes journals and prepares bank, general ledger and balance sheet reconciliations for ACHAP and other projects;
- Processes travel expenses in the system to clear debtors' accounts and to facilitate reconciliation of these accounts;
- Maintains fixed asset register to ensure all physical assets has been accounted for before computation of monthly depreciation journal;
- Prepares VAT returns, submits and files returns thereof in order to ensure that all VAT claimable for the quarter has been claimed from BURS;
- Captures transactions in the accounting system to facilitate periodic reporting;
- Prepares payments vouchers and upload of all payments & disbursements for authorization in the bank;
- Prepares supporting documentation for submission with monthly financial reports;
- Maintains systematic records of implementing partners;
- Prepares accounts payable reconciliations and matching invoices to GRVs or Capturing creditor invoices into the system;
- Responds to queries such as status of payments and correspondence;
- Files all relevant documents in the finance & procurement unit;
- Keeps Supervisors up to date/providing regular communication;
- Provides office support in bulk photocopying, scanning, binding, filing, typing and mailing.

### **Qualifications and experience**

- Degree in accounting is desirable or accounting qualification such as AAT
- Full professional qualification in accounting such as ACCA, CIMA, CA will be an added advantage
- Experience working with PEPFAR and Global Fund funded projects.
- 2 years experience in a computerized accounting environment

### **Knowledge, skills and attributes**

- Accounting software
- spreadsheets and word processing software
- Analytical skills
- Ability to meet strict deadlines

### **3. Finance Assistant**

#### **Job purpose**

The incumbent will be responsible for assisting with preparation, distribution and recording of payments

#### **Roles and Responsibilities**

- Captures transactions in the accounting system to facilitate periodic reporting;
- Prepares payments vouchers and upload of all payments & disbursements for authorization in the bank;
- Prepares bank reconciliations;
- Assists in monthly review of implementing partners' financial reports and documentation;
- Prepares supporting documentation for submission with monthly financial reports;
- Maintains systematic records of implementing partners;
- Prepares accounts payable reconciliations and matching invoices to GRVs or Capturing creditor invoices into the system;
- Responds to queries such as status of payments and correspondence;
- Files all relevant documents in the finance & procurement unit;
- Keeps Supervisors up to date/providing regular communication;
- Provides office support in bulk photocopying, scanning, binding, filing, typing and mailing.

#### **Qualifications and experience**

- Degree in accounting is desirable or accounting qualification such as AAT
- Attachment/Internship experience will be an added advantage

#### **Knowledge, skills and attributes**

- Document management/filing knowledge
- Computerized accounting
- Team player
- Ability to meet strict deadlines

**Please note that all positions are tenable in Gaborone**

**Application letter and CV should be addressed to the attention: The Human Resources and Administration Manager, Private Bag X033, Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: [recruitment@achap.org](mailto:recruitment@achap.org) .**

**Closing date for applications: 2<sup>nd</sup> August 2022**