



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENT

ACHAP was established as a public-private community development partnership in 2000 to enhance and support Botswana's HIV & AIDS response. Using a comprehensive approach, ACHAP has successfully supported HIV prevention, care and treatment in Botswana for more than 15 years 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's main strengths include flexibility and innovation in programme design and implementation, evidence-based programming, and commitment to culturally relevant approaches. ACHAP prides itself as a health development organization. ACHAP is now an independent non-profit making corporation entity with 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 with strong commitment to programme implementation to the following position:

FINANCE ASSISTANT (Tenable in Gaborone)

Job purpose:

To assist with payment preparation, distribution and recording.

Roles and responsibilities

- Receive and process all invoices, expense forms and requests for payment
- Matches invoices to purchase orders to ensure correct payment to suppliers;
- Captures creditor invoices into the system, prepares payment vouchers and submits them with accompanying documents to the Finance Officer for payment;
- Posting transactions in the accounting system (maintenance of the general ledger.
- Distributes and keeps a record of all payments and files the payment documentation appropriately;
- Prepare on-line banking payments for approval
- Responds to and handles queries on payments;
- Maintains petty cash float for ACHAP.
- Preparation of bank reconciliations
- Filing of supporting documents in logical order
- Assist in handling audits e.g submitting supporting documents as requested by auditors

- Checking field trips expense liquidations, and ensure that any cash not spent is deposited on time
- General administrative duties as may be assigned from time to time.

Qualifications and experience

- Degree in Accounting or related field or Association of Accounting Technicians (AAT)
- 1-year experience in a computerized accounting environment
Prior experience working in a donor-funded environment will be an added advantage.

Knowledge, skills and attributes

- Accounting software, spreadsheets, presentation and word processing software
- Familiarity working with ERPs will be an added advantage

Application letter and CV should be addressed to the attention: The Human Resources and Administration Manager, Private Bag X033, and Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: recruitment@achap.org. Alternatively, they can be hand delivered to: The African Comprehensive HIV/AIDS Partnerships (ACHAP) Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana

Closing date for applications: 9th December 2019