



## **Terms of Reference**

### **Finance Officer – CCARDESA Regionally Recruited Position**

#### **Reporting Line**

Reports to the Finance and Accounting Manager

#### **Role Summary**

The Finance Officer position with CCARDESA is regionally recruited and reports to the Finance & Accounting Manager for ensuring that all the CCARDESA Secretariat's transactions are managed to meet international accounting standards and in accordance with agreements entered into by the Secretariat and with the Secretariat's finance, human resources and other operational policies and procedures. S/he provides support to the CCARDESA Management Team and provides the necessary financial reporting and analysis required for the effective management of the CCARDESA Secretariat programmes and sub-projects. The incumbent supports the Finance & Accounting Manager in financial planning, monitoring, reporting, risk management, and review of systems and processes where necessary as well as development of sound working practices and procedures.

#### **Work Environment & Relationships**

This job is Office based at the Secretariat in Gaborone, Botswana with occasional travel to support implementation of the Secretariat and projects activities, monitoring and participation in various operational and strategic meetings. The job involves occasional working beyond normal hours and involves travelling over weekends.

The role works closely with the Finance and Accounting Manager and with all other CCARDESA staff and stakeholders which include Programme and Project Coordinators,

Managers, Procurement, Human Resources, Internal and External Auditors, Suppliers, Customers, Funding Partners, Statutory Agencies and Member States Representatives

### **Key Performance Areas**

- Compliance to International Accounting Standards (IPSAs and IFRS)
- Compliance to CCARDESA financial policies and donor requirements
- Cash flow management and timely disbursement of funds for activities.
- Ensure proper record keeping in line with funding agreements.
- Imprest and advances management.
- Accurate and timely reporting of financial information
- Payments management (suppliers and salaries)
- Budget implementation, monitoring and control

### **Key Responsibilities**

The incumbent's major duties and responsibilities include, but are not limited to:

- Process and record all financial transactions with complete supporting documentation.
- Ensuring maintenance of accounting records including bank and GL reconciliations
- Review & process payroll payments.
- Assist in risk and compliance management.
- Administration of retirements for advances and imprests
- Compile monthly, quarterly, and annual financial statements and reports.
- Provide finance training and guidance to staff and sub-grantees.

### *Specific duties and responsibilities:*

- Timely financial reporting for the CCARDESA Secretariat and projects in accordance to IPSAS, best practice and donor requirements
- Assist in preparing budgets and forecasts as well as monitoring expenditure

against budgets.

- Perform regular bank reconciliations and maintain accurate cash records.
- Manage cash flow requirements for the Secretariat and projects including ensuring timely disbursements of funds for activities.
- Review and process payments to suppliers, activity advances and payroll.
- Assist in risk and compliance management.
- Management of external & internal audits
- Assist in organizational resource mobilization activities and initiatives.
- Participate in organizational policies and procedures development.
- Management of Fixed Assets Register

### **Qualifications & Experience**

- Master's degree in Finance, Accounting, Commerce, or relevant field.
- Professional qualification (CPA, ACCA, CIMA, or equivalent)
- Relevant 7-10 years continuous work experience of finance and accounting with demonstratable sound knowledge of IFRS & IPSAs.
- Detailed knowledge and experience of accounting systems, spreadsheets, programmes/projects and the ability to work autonomously. Proficiency in Sage Evolution preferred.
- Knowledge of donor financial management requirements (World Bank, EU, AfDB).
- The candidate should be an experienced people manager possessing strong analytical, organizational, and communication skills.

### **Competencies**

#### **Technical competencies**

- Strong knowledge of accounting standards, IPSAs, IFRS, GAAP and relevant laws and regulations
- Strong accounting skills and knowledge of various donor financial management requirements and policies
- Good knowledge of accounting systems, spreadsheets, policies and best practices

- Excellent proficiency (both oral and written) in English language required.

### **Other competencies**

- Good analytical skills and Attention to detail
- Able to work independently with minimal supervision.
- Good communication skills (oral and written)
- High integrity and ability to work with all levels of staff and stakeholders.
- Ability to work under pressure and ability to meet deadlines.
- Team player and excellent interpersonal skills
- Commitment to continuous learning and development.

### **TENURE OF APPOINTMENT:**

The appointment will be made on a fixed term contract period of four (4) years, of which the first six months shall be considered as a probationary period. Thereafter the contract may be renewable, subject to satisfactory performance and availability of funds.

### **GENDER MAINSTREAMING:**

The CCARDESA is an equal opportunity employer and qualified women are strongly encouraged to apply.

### **LANGUAGES:**

The working Language is English Language, however, Proficiency in one of the SADC working languages (English, French, Kiswahili, and Portuguese,) is mandatory.

### **REMUNERATION:**

CCARDESA Offers competitive salary and benefits commensurate with experience and qualifications.

**Applications must be submitted no later than 23 January 2026 16h30 p.m.  
Gaborone Time.**

- Only candidates who meet all job requirements and are selected for interviews will be contacted.
- Consideration will be given only to those candidates who have submitted fully completed applications and required educational certificates such as Master's degrees and any relevant certificate in line with the area of expertise.
- The CCARDESA is an equal opportunity employer, and female candidates are strongly encouraged to apply.