



**REPUBLIC OF BOTSWANA**

## **JOB VACANCY ANNOUNCEMENT – TEMPORARY ADMINISTRATIVE AND ACCOUNTS ASSISTANT**

The Permanent Mission of the Republic of Botswana to the United Nations Office and other International Organizations in Geneva is seeking eligible and qualified applicants for the position of Temporary Administrative and Accounts Assistant, for a period of 3 months.

The Accounts & Administrative Assistant will be responsible for the following duties:

- Prepares and executes all the Permanent Mission's payments to staff and service providers in accordance with approved financial procedures and internal controls.
- Scrutinizes source documents for completeness, accuracy and validity of charges.
- Investigates erroneous charges and takes appropriate corrective accounting actions.
- Conducts weekly reconciliations of the Permanent Mission's bank accounts, promptly identifying and resolving discrepancies.
- Reconciles and reviews suspense accounts and ensure proper clearance procedures are being followed.
- Records and reconciles complex accounting transactions.
- Extracts details of income, expenditure, assets and liability from accounting system in order to analyze and verify accuracy and validity.
- Prepares complete monthly financial accounts, including:
  - Cash Book
  - Revenue Summaries
  - Bank Reconciliation Statements
  - Supporting schedules and documentation
- Audits various accounting transactions, e.g., payroll, education grants, final payments, income tax returns, travel claims, etc., to ensure correctness of disbursements and adherence to relevant staff rules, financial regulations and rules.
- Compiles, organises, and dispatches original monthly accounts and reconciliation documents to Capital by secure courier within prescribed deadlines.
- Provides high-level administrative assistance to the Permanent Representative.
- Reporting directly to the Permanent Representative, coordinates meeting arrangements, prepares documentation, manages calendars, and supports logistical planning for Mission activities.

### **Education and Skills**

- At least a Bachelor's degree in Accounting. A professional qualification or Masters degree in Accounting would be an added advantage.

- A minimum of four years of experience in accounting, finance, budget, administrative services or related area is required. A minimum of two years of experience focused on transactional-based accounting activities such as payroll, vendor/travel claims processing is required.
- Experience with disbursements and adherence to relevant Financial Rules.
- Holder of Swiss nationality or valid Permit B, C, L, or G with work authorisation in Switzerland.
- A service-oriented mind, good human relations skills, a positive attitude towards teamwork, and willingness to contribute to efficiency of the Permanent Mission.
- A high level of confidentiality, discretion, commitment, and reliability.
- Able to exercise sound judgment and decision making.
- Fluency in English, with working knowledge of French.

## Competencies

- Demonstrates strong knowledge of accounting and bookkeeping procedures.
- Proficient in Microsoft Word, Excel, and Power BI, with the ability to generate accurate and well-structured financial reports.
- Quickly assimilates Permanent Mission procedures and applies them with precision.
- Follows verbal and written instructions with clarity and professionalism.
- Works effectively as part of a team and contributes to a culture of accountability.
- Exercises sound judgement in verifying the accuracy, completeness, and integrity of all assigned work.
- Upholds the Permanent Mission's standards of confidentiality, discretion, and diplomatic professionalism.

## Application documents required

- Detailed Curriculum Vitae (CV), outlining relevant work experience.
- Copy of valid ID or carte de legitimation.
- Copy of passport.
- Proof of legal entitlement to live and work in Switzerland.
- Copy of educational certificates.
- Contact details of 3 people, including a former Manager whom we can contact for reference checks.

## Application Procedure

Applications, together with the required documents, must be submitted by email to [botgen@botswanamission.ch](mailto:botgen@botswanamission.ch)

The title should clearly state **Attention: Recruitment Team – Temporary Accounts and Administrative Assistant**

**Deadline:** 17h00 on Friday 26<sup>th</sup> June 2026. Late submissions will not be accepted under any circumstances.

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