



Job Description

Organization	NEW ERA COLLEGE OF ARTS, SCIENCE AND TECHNOLOGY
Job Title:	FINANCE MANAGER
Role:	MANAGEMENT ACCOUNTING, ADMINISTRATION
Level:	MIDDLE MANAGEMENT
Responsibility:	BUDGET, COST CONTROL, PERFORMANCE, REPORTING
Reporting to:	DIRECTOR, FINANCE
Employment:	FULL-TIME CONTRACT
Term:	3-YEAR
Location:	GABORONE, BOTSWANA
Start:	1 FEBRUARY 2026

Job Summary

The Finance Manager (“FM”) is responsible for providing strategic financial analysis, performance reporting, and cost management to support effective decision-making and institutional financial sustainability. The FM ensures accurate internal financial reporting, budget monitoring, cost optimization, and sound financial controls in alignment with the institution’s strategic and operational priorities. The FM collaborates closely with departments, outsourced firms and senior management to monitor spending and provide detailed insights that strengthen financial governance, efficiency, and value creation.

Key Responsibilities

1. Financial Planning, Budgeting & Forecasting

- Lead the development, implementation, and monitoring of the institutional budget.
- Prepare departmental budget performance reports and variance analyses.
- Conduct multi-year forecasts, financial modelling, and scenario analyses to inform strategic decisions.
- Provide financial guidance to departments on budget formulation and expenditure control.

2. Management Reporting & Financial Analysis

- Analyze financial performance trends and highlight risks, inefficiencies, and opportunities.
- Develop cost-benefit analyses for institutional projects, initiatives, and investments.
- Prepare and present internal reports to the Senior Management, translating financial data into actionable outcomes.

3. Cost Management & Resource Optimization

- Identify areas of cost reduction, efficiency improvement, and resource optimization.
- Monitor expenditure patterns and recommend corrective interventions.
- Evaluate cost structures for programmes, services, and operational activities.
- Assist in developing pricing, costing models, and margin analyses.

4. Internal Controls & Compliance

- Maintain strong internal controls to ensure accuracy, transparency, and compliance.
- Initiate and execute internal audits and ensure audit queries are responded to and recommendations are implemented effectively.
- Ensure compliance with institutional policies, accounting standards, tax regulations, and statutory requirements.

5. Financial Systems & Process Improvement

- Assist with the implementation, optimization, and monitoring of financial management systems and ERPs.
- Promote automation, data integrity, and accuracy in financial processes.
- Develop and maintain financial regulations and procedures for institutional financial management and control.

6. Stakeholder Engagement & Support

- Provide financial advisory support to academic and administrative units.
- Collaborate with procurement, HR, administration, and other departments on financial planning and expenditure controls.
- Liaise with external service providers, auditors, and consultants.
- Build and lead a high-performing finance team that embodies integrity, service excellence, and innovation.

Key Competencies and Skills

Financial Analysis & Reporting

- Strong analytical skills, with advanced proficiency in financial modelling, forecasting, and variance analysis.
- Demonstrated ability to prepare clear and accurate financial reports.

Budgeting & Resource Management

- Advanced proficiency in budget development, monitoring, and expenditure management.
- Ability to identify inefficiencies and recommend corrective measures.

Financial Systems & Digital Skills

- Hands-on experience with accounting software (Sage Pastel), ERPs, and digital financial tools.
- Ability to improve and streamline financial processes.

Internal Controls & Compliance

- Strong understanding of accounting standards (IFRS), internal controls, and audit requirements.
- Ability to uphold financial integrity, discretion, transparency, and compliance.

Communication & Interpersonal Skills

- Ability to explain financial information to non-financial teams.
- Strong relationship-building and collaboration skills.
- Excellent written and verbal communication abilities.
- Experience working with financial institutions, regulators, and government.
- Represent the institution credibly in public, financial, and governmental forums.

Organizational & Planning Skills

- High level of accuracy, attention to detail, and time management.
- Ability to work under pressure and meet strict reporting deadlines.

Minimum Requirements

Education

- Bachelor's degree in accounting, Finance, or related discipline (required).
- Master's degree in accounting, Finance, or Business Administration (preferred).

Professional Qualification

- FCMA, ACMA or CGMA Professional Qualification (required).
- Associate Membership with the Botswana Institute of Chartered Accountants (required).

Work Experience

- Minimum 10 years of progressive experience in accounting, financial analysis, and management accounting, including minimum 5 years at supervisory level (required).
- Experience preparing management accounts, budgets, and financial reports (required).
- Experience in higher education or multi-fund environment (preferred).

Application Requirements

- New Era Employment Application Form
- Curriculum Vitae
- Cover Letter
- Certified copies of educational and professional certificates
- Certified copy of Passport or National Identification
- Three (3) recent professional references (within the last 2 years)

Statement of Stewardship and Ethics

Employees of New Era College of Arts, Science and Technology are expected to uphold the highest standards of ethics, accountability, transparency, and service excellence. The College promotes diversity, equal opportunity, and responsible stewardship in all its operations and interactions.