



We're Hiring

ACCOUNTS ASSISTANT – PAYABLES (x1)

JOB PURPOSE

To support the Finance function through accurate processing of supplier and staff payments, maintenance of payable records, and compliance with approved payment procedures and internal controls.

KEY RESPONSIBILITIES

- ▶ Process supplier and staff payments in accordance with approved payment instructions and authority limits
- ▶ Prepare payment schedules and ensure completeness of supporting documentation
- ▶ Capture and process supplier invoices and staff claims accurately and timeously
- ▶ Maintain accounts payable ledgers and supplier balances
- ▶ Perform supplier reconciliations and resolve discrepancies
- ▶ Assist with bank reconciliations and clearing accounts related to payments
- ▶ Support month-end and year-end close processes relating to payables
- ▶ Assist with other finance and departmental activities, including reconciliations and data preparation, as required
- ▶ Maintain proper filing and safeguarding of payment and payable records
- ▶ Support internal and external audits by preparing relevant schedules

MINIMUM REQUIREMENTS

- ▶ Diploma or Degree in Accounting, Finance, or related field
- ▶ At least 1–2 years' experience in accounts payable or payment processing
- ▶ Understanding of payment controls, approval workflows, and internal controls
- ▶ Proficiency in Microsoft Excel and accounting systems
- ▶ High level of accuracy and attention to detail

ADDED ADVANTAGE

- ▶ Experience in a public sector or regulatory environment
- ▶ Exposure to ERP systems such as Sage or similar.

APPLICATION PROCEDURE:

Interested candidates should submit their:

- ▶ Application letter
- ▶ Detailed Curriculum Vitae
- ▶ Certified copies of academic certificates
- ▶ Certified copy of Identity Document

Email applications to:

recruitment@cgpcconsultants.com

Subject Email: ACCOUNTS ASSISTANT – PAYABLES

Application closing date: 27 March 2026, Only shortlisted candidates will be responded to.



www.gamblingauthority.co.bw



Contact Us:

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