

JOB VACANCY

Bona Life Insurance is the first indigenous broad-based citizen owned life insurance company in Botswana which was founded in 2013. Our purpose is to help our customers prosper with their financial and investment needs. We are looking for a dynamic and energetic talent to fill the positions below:

Job Title: Senior Accountant

Job Summary:

Reporting to the Chief Financial Officer, the role requires a sound and technically astute individual, who will be responsible for financial data integrity, general ledger controls, accounting processes, compliance, financial and management reporting. The incumbent will provide financial advisory and planning to the business units to support organization's strategic objectives.

Requirements & Education:

- Bachelor of Accounting/ Commerce coupled with a professional qualification ACCA/CIMA/ or equivalent.
- Must be a registered chartered accountant with BICA.
- Minimum of five (5) years post qualification experience in an accounting and financial management, of which at least 3 years should have been served at supervisory/managerial level.
- Strong technical knowledge of IFRS reporting with a background in financial services.

Duties & Responsibilities:

- Developing and implementing the financial management strategy, accounting policies, systems, and procedures.
- Coordinating and advising on the budget planning process and monitoring the departmental performance against budget.
- Preparing monthly, quarterly, and annual financial statements, in accordance with reporting standards.
- Advising the CFO and Executive Management on optimum investment options and executing on investment strategy.
- Ensure a strong control environment for the organisation which includes general ledger controls over transaction processing, reconciliations as well as preparation of risk and control framework reporting packs.
- Drive business performance through planning and forecasting cycles, developing KPIs and periodic reporting to management.
- Ensure compliance to all applicable laws and regulations.
- Coordinate year-end and audit preparations ensuring efficient audit process and timely submission of all statutory reports.
- Management of all key stakeholder relationships.
- Supervision of junior members of staff and ensuring effective management of the finance team.

Competencies:

- Sound knowledge of accounting standards and financial reporting.
- Experience in financial services and relevant regulatory requirements.
- Proficiency in computerised accounting environment.
- Strong data management and data analytical skills.
- Detail oriented with a passion for accuracy.
- Risk and compliance management experience.
- Excellent interpersonal skills, with experience collaborating in a multi-disciplinary, diverse and dynamic team.
- Self-starter with an aptitude for learning and building.

Requirements & Education:

- Bachelor's degree in business management, social sciences or related field.
- Minimum three years of proven post qualification experience in a similar role, preferably within the insurance industry or a fast-paced and high growth environment.
- Proven experience in supporting or driving strategic planning, project delivery and business operations.

Duties & Responsibilities:

Executive Support

- Maintain and manage the CEO's calendar including scheduling meetings, appointments and travel.
- Secretariat of the Executive Committee (EXCO) including timely preparation and distribution of meeting notifications, agendas, minutes and relevant documents.
- Provides administrative and logistical support for Board operations.

Strategic Planning

- Assist the CEO in developing and refining strategic initiatives and ensuring alignment with business objectives and market opportunities.
- Monitor industry trends and emerging issues that could impact the organization's strategic direction. Conduct market analysis, competition, regulatory updates and customer trends.
- Identify business growth opportunities and risks as well as prepare strategic briefs and market reports.

Stakeholder Management

- Act as the primary point of contact for the office of the CEO.
- Champions and advocate for customer centric service culture with the CEO, executive team and the broader organization.
- Cultivate strong collaborative internal relationships with various stakeholders to drive service excellence.

Project Management

- Lead and manage key projects, ensuring timely delivery and alignment with organizational goals and coordinate cross functional team execution. Prepare business cases, dashboards and insights.
- Support forecasts and scenario planning.

Data Analytics

- Analyse complex business problems and develop actionable recommendations for the CEO and executive team.

Communication

- Facilitates effective communication between the CEO, executive team, departments and external partners as well as coordinating organizational announcements.

Competencies:

- Strategic planning and execution
- Expertise in data analytics and ability to interpret complex data
- Business acumen and technology proficiency
- Strong project management skills
- Excellent written and verbal communication skills
- High level of integrity and discretion in handling confidential information
- Ability to work independently and collaboratively in a fast-paced environment

Job Title: Executive Assistant

Job Summary:

Reporting directly to the Chief Executive Officer, the Executive Assistant (EA) provides high-quality administrative, analytical, and strategic support to enable effective decision-making, operational efficiency, and organizational performance. The role includes strategic business support, market intelligence, project coordination, stakeholder engagement, and executive-level communication.

Interested applicants should submit their applications (cover letter, resume, certified certificates and at least two traceable references) to recruitment@bonalife.co.bw on or before 23rd January 2026.

Bona Life Insurance will only enter into correspondence with shortlisted candidates.