
Eswatini Water & Agricultural Development Enterprise

Vacancy – Finance Clerk

The following vacancy has become available at SIPHOFANENI (DAMSITE). Suitable candidates are invited to apply.

Job Title:	Finance Clerk
Location	Siphofaneni (Damsite)
Reporting to:	Financial Accountant /Water & Infrastructure Manager
Objective:	To facilitate the collection of water user fees for both Potable Water and Commercial Irrigation
Duties and Responsibilities	<ul style="list-style-type: none"> ▪ Invoicing & debt collection <ul style="list-style-type: none"> i) Timely and periodically prepare invoices for all water users ii) Timely distribute invoices to all water users iii) Prepare / raise water fees debtors in the General Ledger for Financial Accountant's review and posting iv) Timeously follow up with water fees debtors for payments v) Timeously issues receipts to users that have paid vi) Prepare periodic statements for users and timeously distribute them ▪ Prepare & Reconcile the Cash Book <ul style="list-style-type: none"> i) Capture into cash book all water fees receipt transactions ii) Reconcile all items that have gone through the bank, mobile money, and other payment methods iii) Print relevant reports (i.e Cashbook & Reconciliations) iv) Initiate appropriate journals v) Prepare relevant reports for presentation to management ▪ Payments - Prepare documents for payments <ul style="list-style-type: none"> i) Prepare payments related to water fees ▪ Filing <ul style="list-style-type: none"> i) Ensure that all water fees related documents are filed properly and systematically ii) Ensure that filing is up to date ▪ Audits <ul style="list-style-type: none"> i) Assist with documentation required during internal and external audits

Qualifications, Skills, Experience	<ul style="list-style-type: none"> ▪ Diploma in Accounting or AAT L4 or equivalent (with a major in Accounting)
---------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------

Written applications and academic certificates are to be sent to the Human Resources Office through: recruitment@eswade.co.sz or hand delivered to the Human Resource and Administration Office in Mbabane, Sincephetelo MVA Building, 3rd Floor, Mbhilibhi Street. Closing date for applications is the **4th October, 2021 at 1630 hrs.** Late applications shall not be considered.