

## Eswatini Water & Agricultural Development Enterprise

### Vacancy – Finance Clerk

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

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

<b>Qualifications, Skills, Experience</b>	<ul style="list-style-type: none"> <li>▪ Diploma in Accounting or AAT L4 or equivalent (with a major in Accounting)</li> </ul>
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Written applications and academic certificates are to be sent to the Human Resources Office through: [recruitment@eswade.co.sz](mailto:recruitment@eswade.co.sz) or hand delivered to the Human Resource and Administration Office in Mbabane, Sincephetelo MVA Building, 3<sup>rd</sup> Floor, Mbhibhi Street. Closing date for applications is the **4<sup>th</sup> October, 2021 at 1630 hrs.** Late applications shall not be considered.