



VACANCY REVENUE ASSISTANT ACCOUNTANT

Applications are invited from suitably qualified individuals to fill the vacant position of Revenue Assistant Accountant in the Corporation.

MAIN PURPOSE

The role involves assisting the Revenue Accountant with various revenue aspects such as receipting, capturing data, preparing journal adjustments, maintenance of receipts and printouts, reconciliation of daily and monthly accounts, keeping accurate daily cash records as well as producing and filing relevant reports.

MINIMUM REQUIREMENTS

- Three years Diploma in Commerce/ AAT Level Four
- Minimum three years practical experience in a similar environment
- Computer literacy
- Knowledge of EDAMS will be an added advantage

REQUIRED KNOWLEDGE/SKILLS/COMPETENCIES

- Knowledge of accounting procedures, practices and control systems
- Knowledge of accounting and financial principles
- High degree of accuracy and attention to detail
- Ability to provide high quality responses to customers in a courteous and professional manner
- Stress tolerance in a high-pressure environment
- Analytical thinking abilities
- A proactive approach to work
- Customer service and feedback processes

KEY PERFORMANCE OUTPUTS

- Receipting
- Records keeping
- Producing reports
- Safe custody of assets
- Cash Float
- Daily balancing
- Manual Receipts
- Customer service and feedback
- Adjustments and journals

REMUNERATION PACKAGE

The position has a competitive salary and other benefits associated with its level in the company structure.

APPLICATIONS

Please submit your applications with an up-to-date detailed résumé and certified copies of academic certificates to:

The Human Resources Manager,
Eswatini Water Services Corporation,
PO Box 20
Mbabane

Closing date for submission of applications: **Wednesday 18th March 2020.**

Email: humanresources@swsc.co.sz

If you have not heard from us within 30 days please consider your application as unsuccessful

"We are an Equal Opportunity Employer"