



**ESWATINI  
COMMUNICATIONS  
COMMISSION**



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## VACANCY ANNOUNCEMENT

The Commission seeks to recruit an experienced and well-rounded individual to fill the following vacant position within the Finance Directorate.

### ACCOUNTS OFFICER

Reporting to the Accountant

#### JOB PURPOSE:

To provide efficient and accurate financial and accounting support to the Finance function, with particular responsibility for accounts receivable, accounts payable, cashbook processing, reconciliations, fixed asset records and financial reporting. The Accounts Officer will ensure that financial transactions are processed accurately, timeously and in accordance with the Commission's policies, applicable accounting standards, and relevant financial regulations.

#### PRIMARY TASKS/RESPONSIBILITIES:

1. Maintain accurate and up-to-date debtor/customer accounts and supporting records.
2. Create and maintain customer accounts in the accounting system.
3. Prepare and process customer invoices, credit notes, receipts and approved account adjustments.
4. Monitor outstanding debtor balances and maintain accurate accounts receivable records.
5. Prepare accounts receivable ageing analyses and collection reports for management review.
6. Perform regular accounts receivable reconciliations and investigate and resolve reconciling items promptly.
7. Prepare accounts payable payment schedules and payment documentation accurately and within prescribed deadlines.
8. Ensure that payments are processed in accordance with approved financial controls, delegated authority and procurement requirements.
9. Assist with the preparation and processing of cashbook transactions in Sage 300.
10. Capture and post receipts, payments, transfers and other approved cashbook transactions accurately and timeously.
11. Perform regular bank and cashbook reconciliations and investigate outstanding reconciling items.
12. Maintain appropriate supporting documentation for all cashbook and banking transactions.
13. Assist with monitoring cash balances and identifying unusual or outstanding transactions for escalation.
14. Assist with the preparation of financial statements and related working papers.

Directors: E.Nathi Dlamini (Chairperson), Loncwala Mahlalela-Ziyane, Joseph Waring, Bonga Ndlangamandla, Mduduzi Mthombo, Thomas Magagula  
Company Secretary: Ozzie Thakatha.

15. Assist with the preparation of schedules and information required for management reporting and financial analysis.
16. Maintain accurate and up-to-date fixed asset registers and supporting records.
17. Assist with the recording of acquisitions, transfers, disposals and other fixed asset movements.
18. Identify discrepancies between the fixed asset register and physical assets and report these for investigation and resolution.
19. Assist with the calculation and recording of depreciation in accordance with applicable accounting policies.
20. Provide financial records, schedules and supporting documentation required for internal and
21. Ensure that assigned financial transactions comply with applicable policies, procedures, accounting standards and regulatory requirements.

### **EDUCATION & PROFESSIONAL QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, Commerce or a related field.
- Good understanding of fundamental accounting principles and financial processes.

### **WORKING EXPERIENCE:**

- Minimum of 3 years' relevant experience in an accounting or finance environment.
- Practical experience in accounts receivable, accounts payable, reconciliations, fixed assets and cashbook processing.
- Experience in preparing financial reports and supporting schedules.
- Experience working with accounting systems. Sage 300 experience will be an added advantage.

### **SKILLS AND ATTRIBUTES:**

- Good knowledge of accounting principles and practices.
- Good understanding of accounts receivable and accounts payable processes.
- Good reconciliation and financial analysis skills.
- Good numerical and analytical ability.
- Proficiency in Microsoft Office, particularly Excel.
- Ability to work accurately with large volumes of financial data.
- Ability to identify discrepancies and resolve routine accounting issues.
- Understanding of financial controls and segregation of duties.
- Good knowledge of financial record-keeping and documentation requirements.
- Ability to use accounting/ERP systems effectively.

### **APPLICATIONS:**

Written applications, clearly stating the position applied for, should be emailed to [recruitment@esccom.org.sz](mailto:recruitment@esccom.org.sz) by close of business on Monday, the **26<sup>th</sup> October, 2026**, together with detailed resumes and proof of academic qualifications.

Applications should be addressed to:

**Director Operations**

Eswatini Communications Commission

Plot 11/850, MR103

Ezulwini

*Only shortlisted candidates will be contacted. Should you not be contacted within 14 days after the deadline, please consider your application unsuccessful.*