

ACCOUNTANT POSITION

Eswatini Football Association hereby invites applications from suitably qualified candidates to express interest in the position of Accountant (Fulltime) tenable with the association.

Responsibilities

- ❖ To work in support of the Finance and Administration Manager towards the optimal use of financial management best practices, including providing financial and administrative services in order to ensure efficient and accurate financial and administrative operations in the finance and administration department;
- ❖ Procure quotations for office purchases and check internal requisitions and prepare purchase orders;
- ❖ Management and control of accounts receivable and payable;
- ❖ Preparation of information for and execution of monthly payroll & invoicing cycle and reconciliations;
- ❖ Recording daily accounting transactions, including the management of a user-friendly filing system for all financial records and the management of all equipment allocated to the office;
- ❖ Assist with cash flow management function and processing;
- ❖ Facilitate the payment of all statutory obligations
- ❖ Provide information for the preparation and submission of management reports, financial reports, monthly reports and other financial related reports and correspondence to the Finance and Administration Manager;
- ❖ Assist with strategic planning and execution, including in the formulation of budgets and adhoc financial forecasts and resolution of finance related queries;
- ❖ Works closely with the Finance and Administration Manager to ensure smooth operations of all finance related matters; and
- ❖ Provide general support and assistance to the Finance and Administration Manager on any other financial administration and related deliverables.

Qualifications and Skills

- An undergraduate qualification in financial accounting or financial management;
- Working experience in finance and accounting related fields;
- Knowledge of accounting software;
- Knowledge of payroll software will be advantageous;
- Strong analytical and problem-solving skills
- Ability to perform duties with limited supervision;
- Deadline oriented with attention to detail;
- Hands-on proactive approach;
- High degree of interpersonal skills and ethical codes of behaviour, good personality traits, including high levels of emotional intelligence;
- Hard worker and good professionalism

Applications and closing date

All Applications must be addressed to the Chief Executive Officer, Eswatini Football Association; P. O. Box 641, Mbabane; with a detailed CV and copies of Diplomas/Certificates submitted to the Chief Executive Officer, at the EFA Offices at Sigwaca House in Mbabane or by email to: info@nfas.org.sz not later than 14th April 2020. Faxed applications not accepted. Only shortlisted candidates to be contacted.