



VACANCY ANNOUNCEMENT

FINANCE MANAGER

Applications from suitably qualified individuals are invited for the above position at the ESA Head Office based in Mbabane, reporting to the Financial Director.

The Job: The key responsibilities are:

- (i) Lead and manage the Finance department, ensuring compliance with policies, procedures, guidelines, and contracts.
- (ii) Develop and drive the finance strategy and operational goals.
- (iii) Financial Management and Statutory Financial Reporting.
- (iv) Working capital, Cashflow and Liquidity management.
- (v) Payroll Management.
- (vi) Management of Annual External Audit.
- (vii) Monitor Tax compliance and mitigate tax risk exposure.
- (viii) Insurance Management.

The Candidate: The ideal candidate should have the following minimum attributes:

- (i) Bachelor's Degree in Accounting (or equivalent).
- (ii) Professional Certification (CA, CIMA).
- (iii) Articles with a reputable audit firm.
- (iv) At least five years' supervisory experience in a similar role.
- (v) Experience in both management accounting and financial accounting.
- (vi) Demonstrable technical strength in taxation and understanding of applicable tax laws in Eswatini.
- (vii) Excellent written, verbal communication and presentation skills.
- (viii) Good analytical, report-writing, planning and organising skills.

Remuneration: Competitive and commensurate with the responsibilities of the position.



Applications: Interested candidates may submit their applications, including detailed curriculum vitae, certified true copies of academic qualifications and three referees to recruitment@esa.co.sz. All applications should be received by 13 June 2025. The detailed Job Description is available below.

(Only short-listed applicants will be contacted)

JOB DESCRIPTION	
NAME:	DESIGNATION: Finance Manager
LOCATION: Head Office	SUPERVISOR: Financial Director
SUMMARY OF DUTIES/RESPONSIBILITIES: <u>Key Roles and Responsibilities</u> <ul style="list-style-type: none"> • Lead and manage the Finance department, ensuring compliance with policies, procedures, guidelines, and contracts. • Develop and drive the finance strategy and operational goals. • Financial Management and Statutory Financial Reporting. • Working capital, Cashflow and Liquidity management. • Payroll Management. • Management of Annual External Audit. • Monitor Tax compliance and mitigate tax risk exposure. • Insurance Management. <u>Management of General ledger Accounts and procedures</u> <ul style="list-style-type: none"> • Ensure timely processing of transactions for monthly management accounts. • Review and approve monthly general ledger account reconciliations. • Verify and approve all journal entries. • Review the fixed assets register and ensure that it is properly maintained. • Review subsidiary general ledgers and reconciliations and ensure that they are properly maintained. • Review monthly management accounts for ESA and subsidiaries. 	

- Present monthly management accounts to the Finance Committee and Council

Planning and Budgets

- Develop assumptions to be used for budgeting purposes
- Assist co-ordinate and collate data from all departments for budgeting purposes
- Review departmental budgets prepared by the Management Accountant and ensure their accuracy
- Review prepared annual budgets.
- Assist Financial Director with budget presentations to the Finance Committee and Council

Stock Control

- Liaison with Logistics Manager on ledger stock balances, corrections, and losses.
- Approve monthly stock balances as per monthly stock reconciliations and monthly sales figures.
- Ensure that stock counts are conducted on a monthly basis and updated on the system.

Debtors' Control

- Oversee monthly debtor balances and escalate to the Financial Director any accounts exceeding credit terms where the Debtors Clerk faces challenges.
- Ensure that the Financial Director and the Commercial Department are provided monthly with information as to customer's credit position.
- Authorize amendments to debtors' master files.
- Approve sugar and molasses release notes based on customers approved credit limits (in the absence of the Financial Reporting and Tax Specialist and Management Accountant).

Accounts Payables

- Review and approve prepared creditors reconciliations.
- Control creditor payments through approval.
- Ensure that accurate records of the mills retentions and interest thereon are kept.
- Review and authorize weekly mill payments.
- Approve purchase requisitions and purchase orders.

Treasury & Cashflow

- Control and check daily cash-flow positions and liaise with the Financial Director about possible liquidity problems.
- Manage treasury to minimize finance costs.

- Assist Financial Director with the implementation of the hedging policy.
- Monitor foreign exchange rates and liaise with the Financial Director on taking forward cover in order to achieve favourable foreign exchange rates.

Payroll

- Prepare payroll for the management team.
- Approve staff salaries and payments.
- Create and download all payroll files for uploading to the bank for payment.
- Manage staff Provident Fund and Life Assurance Scheme.
- Negotiate with SAPWU and non-unionised staff as part of the ESA Negotiating Team

Annual Audit

- Arrange annual audits with the Associations auditors.
- Ensure that a file with all the necessary documents is prepared.
- Draft the annual financial statements and ensure that they comply with International Financial Reporting Standards
- Attend to all issues raised during the audit in consultation with the Financial Director and provide further information as required.

Statutory Returns

- Supervise preparation and submission of statutory returns (such as Income Tax returns, PAYE remittances and PAYE reconciliation returns, company registrations).

Insurance

- Receive all the claim forms and submit them to insurers, where applicable.
- Oversee insurance matters and policy renewals with brokers.
- Liaison with the Marketing Department regarding insurance claims and settlement of insurance claims.

General Finance Tasks

- Lead the Financial Reporting and Tax Specialist and Management Accountant
- Manage relationships with various Banks, and stakeholders.

<ul style="list-style-type: none"> • Attend Management & Committee Meetings • Any other duties assigned from time to time by Immediate Supervisor. 	
JOB REQUIREMENTS	
Qualifications and Certifications <ul style="list-style-type: none"> • Bachelor's Degree in Accounting or equivalent. • Professional certification (CA (SD), CA (SA), CIMA) • Articles with a reputable audit firm. 	
Experience <ul style="list-style-type: none"> • 5-7 years leading a finance department or in a similar role. • Experience in both management accounting and financial accounting. • Demonstrable technical strength in taxation and understanding of applicable tax laws in Eswatini. 	
Required skills and attributes <ul style="list-style-type: none"> • Assertive • Good leadership and administrative skills. • Excellent understanding of internal controls and processes. • Appetite for innovation and continuous improvement • Proficiency in ERP systems and ability to drive technological transformation. • Ability to motivate and coach others. • Highly confidential and ethical. • Excellent in data analysis, interpretation, and presentation. • Good knowledge of IFRS, tax computation and legislative administration. 	
REVIEWED BY: SIGNATURE: DATE:	ACCEPTED BY: SIGNATURE: DATE: