



Vacancy – Financial Administrator

The Saphumula Savings & Credit Co-operative Society Ltd (SACCO) is in the process of recruitment a Financial Administrator and thus wishes to invite applications from suitably qualified candidates to fill the above position.

Reporting to: The Manager

Scope of Work and Responsibilities:

- Prepare monthly reconciliation of all society accounts
- Coordinate and produce monthly management accounts and reports
- Supervise and ensure timely receipt and disbursement of member's transactions.
- Supervise the reconciliation of all subsidiary ledgers to general ledger control account
- Champion the SACCO technology and system issues and ensure accessibility of digital services for members whilst quality and timely reporting is achieved.
- Participate in the formulation and implementation of the strategic plan for the Society together with Management and Board of Directors
- Formulate the Society's annual budget and forecasts to ensure that budgetary controls are adhered to.
- Analyse, interpret and strategically guide superiors on financial issues, including but not limited to budgeting and budget analysis.

Key Qualifications and Competencies:

- Minimum B. Com Accounting or equivalent professional qualification.
- Good knowledge of SACCO principles, practices and operations.
- At least 3 years relevant work experience in SACCO's, Banking or in a Financial Institution as a Financial Accountant.
- Reasonable knowledge and experience working with accounting software like Pastel, ACCPAC etc.
- Knowledge of Co-operative & Accounting Systems shall be an added advantage

The successful applicant must possess the following requirements:

- Good interpersonal skills

- Results oriented focus and timeline sensitivity
- The person must have a valid driving license
- Computer literacy

Package Offered:

- The remuneration package is competitive.

Applications:

Interested applicants should send their applications and CV's with three contactable references, dully accompanied by certified academic qualifications to **manager@saphumula.co.sz** on or before close of business day on **12th of December 2023**. Only shortlisted candidates will be contacted.

(Should you not receive feedback within 14 days after the closing date, you may consider your application unsuccessful).