



THE ESWATINI INVESTMENT PROMOTION AUTHORITY (EIPA) is a “Category A” public enterprise created through the Eswatini Promotion Act, 1998. Its main function is to promote, coordinate and facilitate Trade and Foreign Direct and Domestic investments in the Kingdom of Eswatini.

#### THE JOB TITLE

EIPA seeks to recruit Finance Officer

#### PURPOSE OF THE JOB

Responsible for recording and reporting the cash flow transactions of the company.

#### KEY RESPONSIBILITIES

Applicants must be able to carry out the following responsibilities

- ❖ Proper Management of accounts receivable
- ❖ Proper management of accounts payable
- ❖ Analysing data and generating usable reports

#### PROFESSIONAL QUALIFICATIONS, SKILLS AND EXPERIENCE

- ❖ A minimum of B-Comm in Accounting or Diploma in Business Management equivalent
- ❖ Competency in SAGE 300
- ❖ Must possess the following skills, reporting Skills, attention to detail, strong analytical and problem-solving skills.

#### APPLICATION PROCEDURE

Written applications to be accompanied by curriculum vitae and certified copies of certificates.

- a) Directed to: Human Resources and Admin Officer (EIPA)
- b) E-mailed to: [recruitment@sipa.org.sz](mailto:recruitment@sipa.org.sz)
- c) Closing date: 03 February 2023
- d) Note: Applications submitted after closing date shall not be considered.
- e) Only shortlisted candidates will be considered