



MUNICIPAL COUNCIL OF MBABANE

WEB ADVERT - REVENUE ACCOUNTANT – FINANCE DEPARTMENT

Applications are invited from suitably qualified persons to fill the position of **Revenue Accountant**, which has become vacant in the Finance Department.

Main Purpose of the job:

To manage all Municipal revenue streams effectively, covering billing, revenue recognition, credit control support, reconciliation, reporting, and accounting; while ensuring compliance with applicable municipal laws, accounting standards, and internal financial policies. The role is responsible for maintaining accurate, complete, and reliable revenue data to support financial sustainability and service delivery.

Key performance Areas:

A. Revenue Accounting & Reconciliation

- Maintain accurate financial records of all municipal revenue streams (rates, service charges, tariffs, rentals, licenses, etc.).
- Perform monthly reconciliations of sub-ledgers (e.g., billing, cash receipting) to the General Ledger.
- Investigate variances and implement corrective action.
- Ensure completeness and accuracy of daily, weekly, and monthly revenue reports.
- Reconcile meter reading data to billing records (water, electricity).

B. Billing & Revenue Recognition

- Oversee billing processes and ensure compliance with approved tariffs.
- Validate and check billing cycles, adjustments, journals, and corrections.
- Ensure correct classification and recognition of revenue in line with acceptable Accounting Standards and municipal regulations.
- Compile & manage a file for the Preparation of a General & Supplementary with the Valuation Roll
- Support implementation of new tariffs and annual budget billing updates.

C. Credit Control Support & Data Integrity

- Develop strategies for rates collection.
- Provide financial analysis on arrear debt, non-payment trends, and revenue leakages.
- Identify irregular accounts, billing anomalies, and recommend corrective steps.
- Support debt-recovery strategies through quality financial data.

D. Compliance & Audit

- Ensure compliance with Rating Act 1995, Urban Government Act 1969, Internal Bye-Laws, Accounting standards, and internal policies.
- Prepare audit schedules and respond to internal and external audit queries.
- Implement audit recommendations related to revenue and debtors.

E. Reporting & Analysis

- Prepare monthly, quarterly, and annual revenue reports for management and Council committees.
- Provide input into the Annual Financial Statements (AFS) – revenue notes, debtor disclosures, and supporting schedules.
- Conduct trend analysis on revenue performance and provide recommendations to improve revenue optimization.
- Supervise Accounts Assistants and Cashiers.

F. Systems & Process Improvement

- Support the maintenance and optimization of the municipal billing system (e.g Munsoft or any other Accounting Software).
- Participate in revenue enhancement initiatives and data cleansing projects.
- Develop Standard Operating Procedures (SOPs) to strengthen internal controls within the revenue value chain.

Qualifications

- Bachelor's degree in Accounting, Finance, Auditing, or equivalent.
- Postgraduate qualifications in Finance, Accounting & Auditing is an added advantage.

Experience

- 3–5 years' experience in revenue accounting, financial reporting, or general accounting
- Experience in municipal or public-sector finance strongly preferred.
- Knowledge of municipal billing systems.

Applications:

Please email applications accompanied by a full CV with certified copies of academic qualifications marked "**Revenue Accountant**" to:

Human Resources Manager
Municipal Council of Mbabane
P. O. Box 1
MBABANE
H100

Email: recruitment@mbabane.org.sz

The closing date for applications is **Thursday, 02 April 2025**