



EXTERNAL VACANCY ADVERTISEMENT CASHIER

Applications are invited from suitably qualified candidates to fill the vacant position of Cashier Regions reporting to Supervisor: Accounts Receivable.

MAIN PURPOSE

The Cashier processes customer payment and ensures that all transactions are recorded correctly in the cash register as required by the EWSC procedures and policies. The role is responsible for receiving payments from customers, issuing receipts and refunds to customers, upselling services, and fostering an enabling delivery environment for EWSC to become a high-performing organisation where business practices and decisions are aligned with the EWSC vision, mission, and values. The Cashier is responsible for maintaining a clean and organized checkout area. In addition, this role is responsible for resolving customer complaints in a timely and efficient manner and preparing cash registers and performing banking procedures for the regions to facilitate financial reporting.

MINIMUM REQUIREMENTS

- O level, IGSCE, SIGSCE or equivalent and Certificate in Accounting, CAT. AAT.
- 1 years in cashier environment

REQUIRED KNOWLEDGE/SKILLS/COMPETENCIES

- Proficiency in using cash registers and basic accounting software.
- Strong mathematical and numerical skills.
- Attention to detail and accuracy.
- Effective communication and customer service skills.
- Ability to work in a fast-paced and dynamic environment.
- Familiarity with water utility billing processes is a plus.
- Knowledge of relevant legislative regulations (e.g. Companies Act, National Treasury regulations, tax legislation)
- Understanding of internal controls and processes
- Financial reporting concepts, e.g., cash vs. accrual basis
- Finance Business and Industry Acumen

KEY PERFORMANCE OUTPUTS

- Payment Processing
- Cash Management and Handling
- Safety and security of Cash Deposits

- Customer Query Handling
- Master Data & Filing
- Stakeholder Management
- SHEQ Championing
- Compliance & Governance
- Culture

REMUNERATION PACKAGE

The position comes with a competitive salary and other benefits associated with the level of the position and experience.

APPLICATIONS

Please submit your applications with an up-to-date detailed résumé and certified copies of academic qualifications to:

The Senior Manager: Human Resources,
Eswatini Water Services Corporation,
PO Box 20
Mbabane
Email: humanresources@ewsc.co.sz

Closing date for applications: 16 September 2024.

"We are an Equal Opportunity Employer"