



REVENUE ACCOUNTANT VACANCY ANNOUNCEMENT

Position: Revenue Accountant (1)

Reports to: Finance Manager

Location: Mbabane

Publication date: 26 October 2026

Closing date: 02 November 2026

The Council seeks to fill the position of Revenue Accountant and hereby invites suitably qualified candidates to apply. The suitable candidate should possess a minimum of the qualifications, skills and experience outlined in the job description below.

PRIMARY PURPOSE OF THE POSITION

The Revenue Accountant is responsible for protecting, managing, and maximizing the Construction Industry Council's revenue through effective assessment, billing, collection, monitoring, and recovery of all revenue streams established under the Act, including levies, registration fees, and other statutory income.

The role focuses on strengthening revenue assurance, improving collections, enhancing stakeholder compliance, reducing outstanding debt, and safeguarding the Council's financial sustainability through proactive stakeholder engagement and effective revenue management practices.

KEY RESPONSIBILITIES

1. Revenue Collection and Revenue Assurance (70%)

- Lead the assessment, verification, and collection of construction levies and other revenue streams due to the Council.
- Ensure accurate and timely billing, invoicing, and collection of levies, registration fees, penalties, and other statutory income.

- Develop and implement strategies to maximize revenue collection and improve collection performance.
- Monitor all revenue streams and identify risks of revenue leakage, non-compliance, or under-collection.
- Drive collection efforts on overdue accounts and implement effective debt recovery plans.
- Conduct regular reviews and analyses of debtor portfolios to improve collection outcomes and cash flow.
- Lead negotiations on payment arrangements with debtors while safeguarding the Council's interests.
- Strengthen revenue assurance processes to ensure completeness, accuracy, and compliance in revenue administration.
- Build and maintain productive relationships with project owners, contractors, government institutions, and other stakeholders.
- Ensure revenue records, debtor information, and supporting documentation remain complete, accurate, and up to date.
- Monitor and report on revenue trends, collection performance, risks, and opportunities for revenue enhancement.

2. Stakeholder Management and External Relations (15%)

- Serve as the Council's primary point of contact on revenue and levy-related matters.
- Engage professionally with project owners, government agencies, consultants, contractors, and other industry stakeholders.
- Conduct stakeholder awareness and compliance sessions on levy obligations and other revenue requirements.
- Resolve disputes and manage sensitive collection matters diplomatically and professionally.
- Foster positive stakeholder relationships while ensuring compliance with statutory obligations.
- Identify accounts requiring legal intervention and ensure the timely handover of delinquent accounts for legal recovery in accordance with Council policies and procedures.
- Liaise with legal representatives on debt recovery matters and provide the necessary documentation and support for legal proceedings.
- Monitor the progress of legally assigned accounts and coordinate with legal service providers to maximize recovery outcomes.

3. Financial Reporting, Forecasting and Planning (10%)

- Prepare monthly revenue and collection performance reports, management dashboards, and related financial analyses.
- Produce revenue forecasts, collection projections, and cash flow estimates to support decision-making.
- Perform regular reconciliations of debtor accounts to ensure the accuracy, completeness, and integrity of revenue records.
- Ensure that all revenue transactions, collections, adjustments, and related financial information are accurately and timely recorded in the Council's accounting system.
- Investigate and resolve discrepancies between debtor records, revenue reports, and accounting records.
- Contribute to budgeting, financial planning, and strategic planning processes.
- Support internal and external audit processes by maintaining complete, accurate, and auditable revenue records and documentation.
- Monitor revenue trends and provide recommendations to improve revenue performance, collection efficiency, and financial sustainability.

4. Governance and Compliance (5%)

- Ensure compliance with applicable legislation, Council policies and procedures.
- Maintain adequate controls over revenue assessment, billing and collection processes.
- Recommend process improvements to strengthen revenue governance and operational efficiency.

QUALIFICATION AND EXPERIENCE REQUIREMENTS

- A Degree in Accounting, Finance, or a related qualification.
- At least 5-10 years of experience in revenue collection, debt recovery, revenue management, accounts receivable, credit control, or a related finance function.
- Demonstrated experience managing large debtor portfolios and recovering long-outstanding debts.
- Proven track record in achieving collection targets and improving revenue performance.
- Experience engaging with business leaders, government institutions, regulatory bodies, and external stakeholders.
- Extensive knowledge and advanced proficiency in Microsoft Excel, including financial analysis, reporting, reconciliations, and data management.

- Extensive experience in the use of accounting and financial management systems, with the ability to maintain accurate financial records, generate reports, and support revenue management processes.
- Strong understanding of debtor management, revenue assurance, financial reporting, and account reconciliations.
- Experience within a regulatory, public sector, construction, financial services, or revenue-generating environment will be an added advantage.
- Valid driver's licence.

KEY COMPETENCIES

Revenue Collection Drive and Results Orientation

- Demonstrated passion for revenue collection, debt recovery, and achieving collection targets.
- Highly motivated and persistent in pursuing revenue opportunities and recovering outstanding balances.
- Proactive in identifying and addressing revenue leakage risks and compliance gaps.
- Strong commitment to safeguarding and growing the Council's revenue streams.
- Results-driven with the ability to maintain momentum and focus in challenging collection environments.

Stakeholder Management

- Ability to engage confidently with high level stakeholders
- Strong relationship management and influencing skills.
- Excellent diplomacy and professional judgement.
- Negotiation and Debt Recovery
- Strong debt collection and recovery skills.
- Advanced negotiation and conflict resolution capabilities.
- Ability to handle difficult and sensitive engagements professionally.

Leadership and Maturity

- High level of professionalism and personal integrity.
- Mature individual capable of exercising sound judgement under pressure.
- Ability to work independently and make informed decisions.
- Results-oriented with a strong sense of accountability and commitment to achieving revenue collection and debt recovery objectives.

Communication

- Fluency in English and SiSwati
- Excellent verbal, written and presentation skills.
- Ability to explain regulatory and financial obligations clearly to stakeholders at all levels.

Reasoning Ability

- Problem solving and decision-making skills.
- Ability to work in a high paced industry and good time management.
- Conflict resolution and negotiating skills.

Team player

- Ability to supervise and lead a team constructively.
- Foster effective teamwork.

Analytical Ability:

- Ability to analyze revenue trends, collection performance, and debtor portfolios to identify opportunities for revenue enhancement and improved recovery outcomes.
- Attention to detail.
- Strategic thinker and self-starter.

Integrity

- Honest and trustworthy.
- Respectful.
- Cultural awareness and sensitivity
- Sound work ethics.

APPLICATION PROCESS

Interested candidates should submit their applications, CV and copies of qualifications to recruitment@cic.co.sz by no later than 5pm, Monday, 02 November 2026. Please indicate **“Revenue Accountant”** in the email subject line.

Only shortlisted candidates will be contacted. If you do not receive any feedback within 14 days of the closing date, please consider your application unsuccessful.