EZULWINI TOWN COUNCIL (EZTC)
JOB ADVERT: TOWN TREASURER

1. Main Purpose of the Job

To lead and manage the Ezulwini Town Council (EZTC) Treasury function, which includes financial accounting and management, rates and revenue collection, and resource mobilization, as well as providing critical financial insight and strategic support to the Town Clerk and Council for the financial viability, growth, and sustainability of EZTC in achieving its mandate and corporate objectives.

2. Key Performance Areas and Responsibilities

The Key Performance Areas below are aligned one-to-one to the four Balanced Scorecard perspectives and individual KPAs used in the EZTC Individual Performance Engagement Agreement for the Town Treasurer (Finance, Customer & Stakeholder, Learning & Growth, and Internal Business Processes), each weighted at 25% of the overall scorecard, supported by cross-cutting strategic-leadership and governance duties.

A. Strategic Leadership and Governance (cross-cutting - applies across all four dimensions)

Strategic Leadership and Management

- Participate in the leading of the EZTC Integrated Development Plan (IDP) 2026 - 2031.
- Translate the EZTC IDP into Treasury strategic objectives, and develop, implement and review the Treasury Strategic Plan.
- Develop and monitor the departmental Annual Operational Plan, aligned to the IDP and Council priorities.
- Assist the Town Clerk in preparing Treasury-related Council and Finance Committee papers, and implement related Council resolutions.
- Attend and provide technical financial input at Council, Finance Committee and Sub-committee meetings.
- Participate as a member of the executive management team, providing financial insight to inform corporate decision-making.
- Propose restructuring of the Treasury establishment to keep pace with the EZTC strategic plan and service delivery demands.
- Coordinate the department's risk management assessment and feed identified risks into the EZTC enterprise risk register.
- Identify, develop, review and recommend Treasury, procurement, supply chain and accounting policies and standard operating procedures for Council approval.
- Develop and maintain a system of internal control to safeguard EZTC's financial and other assets, consistent with the Public Finance Management Act, 2017 and Urban Government Act, 1969.

B. FINANCE (Dimension weight: 25%)

1. Finance and Budget Management

- Oversee the EZTC annual budgeting process and monitor implementation against the approved multi-year budget framework, in line with the Public Finance Management Act, 2017 and Ministry of Housing and Urban Development budget circulars.
- Manage the preparation and presentation of monthly management accounts to the Town Clerk, Finance Committee and Council.
- Monitor and report on budget variance, expenditure control (cost containment) and the current ratio (liquidity) every month, and recommend corrective action where targets are not met.
- Oversee control of EZTC expenditure and authorise expenditure and payments against approved estimates for the department.
- Conceive, identify and implement cost-saving and revenue-enhancing initiatives.
- Compile and control the Treasury department's own budget.
- Track and report capital expenditure (capex) delivery against the approved capital programme.

2. Revenue Management

- Manage the collection of rates, service charges and other municipal revenue, and develop strategies to grow own-source revenue year-on-year.
- Ensure Council's full compliance with the Rating Act No 4 of 1995 as amended.
- Monitor revenue-collection ratios, including the rates-collection rate, accounts-receivable turnover and revenue-realisation rate, against approved targets.
- Lead and coordinate periodic rating/valuation review exercises.
- Initiate legal action and instruct legal advisors on rates recovery and other legal matters falling under the Treasury department.
- Drive diversification of EZTC's revenue base beyond rates (e.g. user fees, licences, commercial income).

3. Resource Mobilization

- Undertake resource-mobilization initiatives to broaden EZTC's funding base, including engagement with central government, development partners and financiers.
- Maintain an approved funding/resource-mobilization list aligned to IDP and capital-project priorities.
- Negotiate, secure signature of, and oversee implementation of Memoranda of Understanding (MOUs) with funding partners.

4. Cash Management

- Develop and oversee implementation of a cash-management strategy that safeguards liquidity and optimises the use of EZTC funds.
- Manage day-to-day and forecast cash flow, and monitor the cash-flow-to-debt ratio.

- Oversee all banking activities, including bank-account administration, reconciliations and banking relationships.
- Ensure timely submission of quarterly Management, Finance Committee and Council cash-flow reports.

5. IDP and Capital Projects

- Support the financial planning and monitoring of IDP and Annual Operational Plan projects.
- Monitor schedule variance (SV) on capital projects and report deviations to the Town Clerk and Council.
- Ensure capital-project expenditure is accounted for and reported in line with approved budgets and donor/funder requirements.

C. CUSTOMER AND STAKEHOLDER MANAGEMENT (Dimension weight: 25%)

1. Stakeholder Relationship Management

- Build and maintain effective working relationships with Councillors, the Ministry of Housing and Urban Development, the Ministry of Finance, banks and financial institutions, external and internal auditors, legal advisors and residents.
- Conduct a minimum of three (3) external stakeholder-engagement sessions per quarter.
- Conduct quarterly civic education on rates payment and municipal financial matters.
- Maintain an approved stakeholder list and stakeholder-engagement plan, and monitor its implementation.

2. Customer Service (Suppliers and Internal Customers)

- Ensure customer and supplier complaints are logged, tracked and resolved within agreed service-level timelines.
- Evaluate suppliers and service providers at least once a year, or at the end of each contract.
- Monitor and close complaints/issues in line with ISO or equivalent service-quality timelines.

3. EZTC (Ratepayer) Customer Service

- Monitor the customer-satisfaction survey index for Treasury-related services and drive improvement actions.
- Ensure ratepayer complaints are closed within seven (7) days wherever practicable.
- Develop and implement a customer-service improvement plan for the department.

D. LEARNING AND GROWTH (Staff Management) (Dimension weight: 25%)

1. Performance Management

- Determine the required posts and appropriate staff establishment for the Treasury department.
- Oversee, together with Human Resources, the acquisition and retention of the right talent for the department.

- Develop, together with Human Resources, job profiles/descriptions for all departmental posts.
- Cascade performance agreements to, and sign these with, direct reports; oversee implementation of the performance-management system to foster a high-performance culture.
- Monitor task-completion rates and the timeliness of performance reviews within the department.

2. Learning and Development (Department/Team)

- Conduct a Training Needs Assessment (TNA) for all Treasury employees.
- Develop and compile, together with Human Resources, an annual departmental training plan, and monitor training completion against the plan.
- Coach and mentor direct reports to foster personal growth and teamwork within the department.

3. Values and Ethical Conduct

- Model and embed EZTC's core values and code of ethics within the Treasury department.
- Promote a culture of integrity, accountability, and financial stewardship.
- Participate in values-driven performance appraisal processes.

4. Self-Development

- Prepare and implement a Personal Development Plan (PDP), and pursue continuous professional development.
- Maintain good standing with the relevant professional accounting/finance body.
- Handle departmental staff disciplinary proceedings and grievances in line with EZTC policy and Eswatini labour law.

E. INTERNAL BUSINESS PROCESSES / INTERNAL EFFICIENCIES (Dimension weight: 25%)

1. Financial Accounting and Reporting

- Manage, oversee and monitor the preparation, compilation and presentation of all financial accounting statements and reports, including cash-flow statements, trial balance, balance sheet and general ledger reports.
- Submit the annual budget to the Ministry of Housing and Urban Development within statutory deadlines.
- Prepare and submit monthly treasury report to the Finance Committee of Council
- Monitor accounts receivable turnover and revenue-realisation rate as indicators of billing and collection effectiveness.
- Ensure financial statements are prepared in accordance with applicable public-sector accounting standards and the Public Finance Management Act, 2017.

2. Audit and Compliance

- Lead and oversee internal and external financial audit exercises, working towards unqualified audit outcomes.

- Oversee the addressing and closing of audit management-letter issues within agreed timeframes, and maintain an audit-action/gap-closure plan.
- Oversee implementation of, and compliance with, financial and administrative policies, procedures, regulations and standards.
- Monitor control-effectiveness and compliance metrics, and report on incident response for compliance issues.

3. Procurement, Tendering, Inventory and Supply Chain

- Oversee the procurement and tendering process in compliance with the Procurement Act, 2011 and EZTC's procurement and inventory-management policy.
- Perform secretariat services for the Tender Board.
- Maintain an approved annual procurement plan and monitor its implementation and compliance rate.
- Monitor inventory accuracy rate and purchase-order (PO) lead time against best-practice benchmarks.

4. Asset Management

- Oversee the maintenance of the Fixed Asset Register and the asset-disposal process.
- Develop and implement an asset-management plan covering acquisition, maintenance, replacement and disposal of EZTC assets.
- Apply appropriate investment-appraisal techniques (e.g. Net Present Value/Future Value) to significant capital-asset decisions.
- Monitor asset-condition scores and total cost of ownership to inform replacement planning.

5. Financial Records and Report Management

- Oversee record management and security for all accounting and financial documents.
- Prepare and submit monthly departmental reports, Finance Committee reports and Council Committee reports.
- Prepare and submit ad hoc financial reports as required from time to time.
- Minimise audit adjustments and maintain full compliance with internal and statutory reporting deadlines.

Minimum Qualifications, Experience and Professional Registration

Minimum Requirement

- Degree in Accounting and Finance or equivalent
- Professional qualification from a recognised financial professional Institution (e.g. CA, ACCA, CIMA, CMA).
- A minimum of ten (10) years' experience in financial management at senior-management level.
- Registration with the relevant professional accounting/finance body in good standing.

Added Advantage

- Master's degree in Financial Management, Public Finance, or an MBA/Master's in Business Administration or Leadership.
- Two (2) years' experience at senior-management level within a municipal/local-government environment.