



## JOB OPENING AT NAWEC FINANCE DEPARTMENT

The National Water and Electricity Company (NAWEC) is pleased to invite suitably qualified individuals to apply for the vacant position of **Treasury Officer** who will play a key role in managing the company's financial resources, ensuring effective cash flow management, and supporting strategic financial planning.

### Job Description NAWEC

<b>Position</b>	<b>Treasury Officer</b>
<b>Role Summary</b>	<ul style="list-style-type: none"> <li>• Cash management</li> <li>• Cash collection reporting</li> <li>• Process payments to Vendors, staff salary and benefits, contractors, others etc.</li> <li>• Raising payment journals and ensure accurate posting.</li> <li>• Ensure super vendor cash power top-ups are done in timely manner after confirmation is received from the bank.</li> <li>• Maintain foreign exchange rates blotter for interbank indicative rates and customs valuations rates.</li> <li>• Maintain foreign exchange purchases and sales blotter.</li> <li>• Follow up with our bankers (RM's) on pending or delayed payments into and out of our accounts</li> </ul>
<b>Reporting Relationships</b>	<b>Treasury Manager</b>
<b>Unit Functions</b>	<ul style="list-style-type: none"> <li>• Liquidity Management</li> <li>• Management of Bank accounts – Transfers and payments.</li> <li>• Cash Management</li> <li>• Loan Management</li> <li>• Working capital management</li> <li>• Creditors and Debtors management</li> <li>• Cashflow management.</li> <li>• Corporate Financial management and planning.</li> <li>• Investment Appraisal (Capital Budgeting)</li> <li>• Managing company's financial, reputational and market risk exposures.</li> <li>• Relationship Management (Third-party vendors, SOE, Ministry of Finance, Banks, External lenders and partners etc.</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Strong analytical and problem-solving skills</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Good organizational and reporting skills</li> <li>• Team player with a high sense of responsibility</li> </ul>

<b>Requirements and Qualifications</b>	<p>BSc. Economics, Business Administration, Accounting or Finance related discipline with 3 years of finance, treasury or cash management experiences.</p> <p>Abreast with financial market update on forex, commodities and global events that has implications on the energy sector and the global economic.</p>
<b>Internal:</b>  All groups in NAWEC	<b>External:</b>  Customers, Local banks, government agencies, External Lenders and donor partners, among others.

**How to Apply.** Please send an e-mail to [recruitment@nawec.gm](mailto:recruitment@nawec.gm) referencing the position being applied for along with a curriculum vitae and cover letter in PDF format.

The closing date for receipt of applications is **30<sup>th</sup> April 2026**, by close of business.