

A photograph of a person in a dark suit sitting at a desk, working with a calculator and a pen over a binder of documents. The text 'WE ARE HIRING!' is overlaid in a large, white, hand-drawn style font.

WE ARE
HIRING!

NEW FULL TIME JOB OPPORTUNITY

BOOKKEEPER AND ADMIN OFFICER ESWATINI

Vacancy: Bookkeeper and Admin Officer

Involving: Bookkeeping and office admin for a regional tour operator

Location: All Out Africa (Tours Office), Mandela's Lifestyle, Malkerns

THE ROLE

All Out Africa is looking for a qualified and experienced **BOOKKEEPER** and **ADMIN OFFICER** starting January/February 2026. Must have at least 5 years' experience. The position is based in Malkerns/Mahlanya at Mandela's Lifestyle Centre and involves office-based bookkeeping for a Tour Operator and Destination Management Company based in Eswatini and operating regionally.

KEY RESPONSIBILITIES

- Record keeping
- Processing of accounting data
- Cashbooks – bank accounts & petty cash
- Debtors & creditors
- ERA tax preparations
- Debit card expense monitoring
- Payslip preparations
- Loading payments
- Stock responsibilities
- Assisting with preparation of monthly, quarterly and annual financial reporting
- Other office administration

FURTHER DETAILS

- **REPORTING TO:** Operations Manager and Managing Director
- **THE WORK CYCLE:** Monday to Friday (08:00 – 17:00)
- **PACKAGE:** Based on skill level and experience
- **BENEFITS:** 50% of medical premiums covered in the package (up to a max of E1,500 per month)

TO APPLY: Send your CV and a short motivation letter to tours@alloutafrica.com

Applications close **31st December 2025.**

