



VACANCY

REFERENCE NR	:	VAC02175/21
JOB TITLE	:	Manager: Billing and Accounts Receivable
JOB LEVEL	:	D2
SALARY	:	R 530 044 – R 883 407
REPORT TO	:	Senior Manager: Finance Operations
DIVISION	:	Finance
DEPT	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To provide management with financial solutions, advice and support to ensure that the Billing and Accounts Receivable environment operates in an effective and efficient manner to achieve the company strategic objectives including its financial sustainability.

Key Responsibility Areas

- Implement, review and monitor the billing and accounts receivable strategy and policies ensuring that SITA develops and implements best suited accounts receivable programmes and processes;
- Design, implement and review billing and accounts receivable processes in organization operating systems to ensure that processes are adequate functional and conform to industry standards;
- Compile departmental risk assessment and implement action plans or/and internal controls to manage risks to acceptable levels and address audit concerns timely to ensure a smooth audit;
- Develop service level monitoring mechanisms and monitor services in line within acceptable ranges;
- Manage and empower staff to enable them to deliver on their performance goals to ensure the department achieves its objectives.

Qualifications and Experience

Required Qualification: Finance related Degree and/or National Diploma (NQF 6/7).

Experience: 6 years relevant experience in Finance. 2 years supervisory and/or management experience would be an advantage.

Technical Competencies Description

Knowledge of: Generally Recognised Accounting Practice (GRAP) Knowledge of operating and capital budget concepts. Understanding of relevant legislation, including PFMA and Treasury regulations Knowledge of Financial Reporting and Analysis, Risk Management and Control, & Tax Accounting Ability to review processes and draft appropriate policies and procedures. Human Resources management Identification of and management of risk Implementation and monitoring of internal controls Oracle experience and knowledge will be a strong advantage

System processes Ability to plan, monitor and analyse billing and receipts Management of outstanding debt Ability to analyse reporting information and recommend corrective action. Ability to make an informed decision Experience in preparing financial schedules including the relevant annual financial statement disclosures. Skills: Business Writing; Financial Accounting; Management Accounting; and Corporate Governance. Leadership Competencies: Customer Experience; Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Outcomes driven; Innovation; Planning and Organising; Creative Problem Solving; Managing People and Driving Performance; Decision-making; Responding to Change and Pressure; and Strategic Thinking.

Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Continuous Learning; Disciplined; Empathy; Inclusivity; Resilience; and Stress Management

Other Special Requirements

N/A.

How to apply

Kindly send your CV to: Sophia.recruitment@sita.co.za

Closing Date: 18 March 2021

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be accepted
- CV`s sent to incorrect email address will not be considered