



## **Job Description**

---

**Job Title:** Revenue Administrator

**Reporting to:** Management Accountant

**Itec Entity :** Itec Tiyende

**Location :** Melrose Arch, Gauteng

### **Purpose of the position**

---

The Revenue administrator is responsible for contracts administration and ensuring monthly billing is completed timeously and accurately.

### **Responsibilities & duties**

- Ensure all sales orders are accounted for and invoiced correctly as per the IAF
- Provide a monthly sales report for deals processed in the month.
- Ensure monthly contracts billing is completed timeously.
- Ensure the accuracy and correctness of the billing to clients and billing to Tiyende from our dealers.
- Manage the ceding of contracts to dealers.
- Negotiate service rates with ISA and Dealers.
- Ensure that meter readings are populated correctly and as far as possible these meter readings on invoices from dealers and ISA match Tiyende's billing to clients.
- Ensure all contracts are completed, signed, distributed to all relevant stakeholders and updating the extension period directly with the client once requested
- Analyse clicks not billed and bill items that do not require escalation or further investigation.
- Ensure that items requiring a fix are actioned and billed.
- Ensure necessary correctives are done by contracts department
- Analyse the credit notes report on a monthly basis, ensuring the accuracy and the authorisations of all credit notes processed. (All credit notes to be approved before processing.)
- Demonstrate a practical understanding of the business processes and understand business fundamentals.
- Review SLA and agreements inline with our service offering.
- Administration of service contracts including emails, scanning and filing
- Check for increases to be applied

## **Qualifications**

---

### **Essential qualifications**

- Matric
- Relevant Tertiary Qualification
- Experience with excel and other MS packages.

### **Desirable qualifications**

- Bachelor's degree in a related field.

## **Work experience & skills**

---

### **Essential experience**

- 2-3 years working experience in contracts/billings department

## **Personal qualities & behavioural traits**

---

- Communication
- Problem Solving
- Customer Service
- Time Management
- Analytical Skills
- Attention to detail
- Coordination

