



PERMANENT POSITIONS

<u>Department:</u>	Metropolitan Trading Company (MTC)
<u>Position:</u>	Finance/ Billing App Administrator (Permanent)
<u>Salary Range:</u>	Market Related Salary
<u>Division or Cluster:</u>	Financial Services
<u>Reports to:</u>	Debtors and Revenue Specialist
<u>Workplace:</u>	Braampark

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- National Diploma / NQF Level 6 in Finance
- Three (3) years related experience
- Figure orientated
- Ability to work under pressure.
- Verbal and written communication skills

Short Detailed job description

- Receive customer billing activation or change pack and activate a new account set up or change to an existing billing account
- Trigger for the Bill Invoicing Management process and ensure it is in line with the customer billing cycle dates
- Identify any billing discounts and /or adjustments that are required for that period and apply these to customer profile for the relevant period
- Receive payment from customer and check that the payment matches the invoiced amount
- Create a reconciliation report to track payments that do not match the invoiced amount
- Monitor transactional sequences associated with revenue management
- Schedule and monitor month end and year end procedures to ensure reporting takes place as prescribed in terms of legislation and guidelines

For further information relating to Job Description and Specification, interested applicants can contact:

Contact Person: Viola Nzou
Tel No: (011) 431 1357

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:

E-Mail: recruitment1@tianaconsulting.co.za

PUBLICATION DATE: 07 NOVEMBER 2018

CLOSING DATE: 17 NOVEMBER 2018

VACANCY CIRCULAR: MTC RECRUITMENT 018/2018
