



DETAILED JOB DESCRIPTION

1. REVENUE ASSURANCE & CREDIT CONTROL MANAGER - KRBR156

Reporting to: General Manager Finance

Employment Type: Five (5) Year renewable Contract Subject to retirement age and performance

Work Station: Nairobi

Duties and responsibilities

- i) Oversee the operations and smooth running of the Revenue Assurance and Credit Control function of the Corporation.
- ii) To ensure custody, review and implementation of credit control and debt management policy.
- iii) Develop revenue recognition strategies to maximize the Corporation's revenue.
- iv) Develop internal controls to support revenue assurance management activities.
- v) Oversee timely and correct processing of customer invoices and billing of the same in the customers' respective accounts.
- vi) Undertake client credit worthiness assessment, timely debt collection and prompt institution of recovery measures.
- vii) To ensure vetting, creation, activation and de-activation of debtor accounts is done in accordance with agreed rules and procedures.
- viii) Timely posting and updating of debtors statements and GL accounts by undertaking the necessary debtors' reconciliations.
- ix) Preparation and submission of timely Revenue and debtors report and debt aging reports.
- x) To advise Management during development and periodic review of Revenue related charges, tariffs and rates.
- xi) Advise Management on the issuance of relevant discounts and appropriate provisions.
- xii) Oversee the extension of credit to customers.

- xiii) Training and Development of Revenue Assurance & Credit Control Division staff.
- xiv) Providing support and taking responsibility for the performance of the Revenue Assurance and Credit Control Division Staff.
- xv) Approving credit adjustment in the customers' accounts.
- xvi) Ensure implementation and compliance to Finance Policy Manual, Quality Management System (QMS) and Enterprise Risks Management (ERM) to facilitate sound governance.

Requirements of the Job

- i) Master's Degree in a relevant field from a recognized institution.
- ii) Bachelor's Degree in Commerce/ Finance or its equivalent from a recognized institution.
- iii) A Certified Public Accountant or its equivalent.
- iv) Registered member of with ICPAK and in good standing.
- v) A Minimum of ten (10) year's relevant work experience, at least five (5) Years' experience in Senior Management position.
- vi) Undertaken a management course lasting not less than four (4) weeks from a recognized institution.
- vii) Proficiency in computer applications.
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

Skills and Competences

- i) Strong Report writing and presentation skills.
- ii) Strong analytical and critical thinking skills.
- iii) Good interpersonal relationship skills.
- iv) Good time management and team leadership skills.
- v) Ability to maintain professional status and keep abreast with evolving Finance/Accounts trends through continuous Finance/Accounts education.
- vi) Ability to maintain confidentiality of information obtained in the course of work.
- vii) Demonstrated merit and ability as reflected in work performance and results.