



## EXTERNAL ADVERT

**Post:** Revenue Officer  
**Department:** Finance  
**Reference:** OR/RTIA/2020  
**Salary:** Negotiable  
**Term:** Permanent

**Requirements:** \* National Diploma or B Degree in Accounting/Finance or equivalent qualification \* Post graduate degree will be an added advantage \* Minimum of two (02) years' revenue and billing experience \* Predictive data analytics , Data mapping and its techniques, Extensive knowledge of GRAP, PFMA and National Treasury Regulations and Guidelines \* General knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic \* Proficiency in English \* Driver's licence will be an added advantage.

**Required competencies:** \* Legislative regulatory framework \* Departmental policies and procedures \* Analytical skills \* Departmental revenue sourcing, fees and tariffs \* Revenue Collection \* Accounting for revenue \* Fraud awareness \* Report writing skills \* Communication skills \* Banking \* Databases and/or spreadsheets \* Problem solving and analysis \* Negotiating and influencing skills \* Planning and analysis \* Reconciliation of revenue \* Integrity & commitment \* Quality orientation \* Service delivery orientation \* Proactive & Innovative \* Debt take on \* Team worker \* Recovery of debts and allocation of monies received \* Safeguarding of cash, source documents and face value forms \* Responsiveness \* Professionalism \* Attention to detail \* Respect & emotional intelligence \* Revenue Reports.

**Duties: Support the optimisation of the Business Unit:** \* Contribute to the development of operational plans in the Section \* Contribute to all policies and procedures in the Business Unit \* Conduct project administration, recorded keeping and produce project related reports \* Systematize the achievement of deliverables against project plans \* Demonstrate knowledge of the latest development within area of expertise \* Ensuring the achievement of set revenue and case finalization target \* Take ownership for own work, performance management and development \* **Effective delivery of debtor management services and functions within RTIA:** \* Prepare and upload invoices due for issuing \* Prepare accounts on a monthly basis \* Complete all calculations in line with the Agency's policies and procedures and they must be accurate \* Prepare the debtors age analysis and follow up weekly \* Complete all standing journals correctly \* Capture all received information correctly and submit for sign off \* Follow-up on the audit trail of all financial transactions \* **Efficient Credit Control and debt collection within RTIA:** \* Implement a debt collection strategy and policy \*

Implement a proper billing system \* Implement and maintain internal control systems for debtors and income \* Prepare and send out accurate accounts to debtors \* Provide regular feedback to debtors \* Collect all money that is due and payable to RTIA and deposit monies received promptly \* Record monies received in the approved manner \* **Financial Reporting:** \* Compile revenue management reports \* Compile quarterly and annual reports \* Data mapping reports Predictive data analytics reports.

**Enquiries: Mr. Kabelo Magongwa – (087) 285 0500**

**Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.**

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: **The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to [Recruitment@rtia.co.za](mailto:Recruitment@rtia.co.za)**

**Please note that applications without all the relevant supporting documents as prescribed above will not be considered.**

The RTIA is an equal opportunity employer and is seeking to balance the employment equity profile. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites.

You are further advised that candidates may be subjected to a competency assessment to ascertain their suitability for the position.

**Closing Date: 20 March 2020 @ 16:30 pm**