

POSITION: REVENUE ASSURANCE OFFICER (Reference code RAO)

DEPARTMENT: NEW BUSINESS VENTURES

REPORTS TO: HEAD OF REVENUE ASSURANCE

JOB PURPOSE STATEMENT

The purpose of the role is to support the Head of Revenue Assurance in Development and Implementation of Financial Strategy, Financial Management Operations, Operational Risk management, Revenue Assurance functions including the implementation of proper financial controls and procedures, Statutory Reporting and grant soliciting and management that are geared towards the attainment of the division's strategic objectives, across the various countries the division operates.

KEY RESPONSIBILITIES

- **Financial Planning Processes**- Research and development, gathering data, processing and analyzing data to aid in Short term/Long term planning (10%)
- **Financial Operations** – Vendor Management, general accounting, tracking of financial performance including statutory reports, liaising with internal and external auditors, monitoring and tracking of financial controls (40%)
- **Operational Risk** - Identification, measurement, evaluation, Risk identification and assessment, Operational risk reviews, monitoring of the implementation of Operational risk policies and standards (25%)
- **Revenue Assurance** – Support in the assessment of business model and commercial terms to assure optimal value is earned and retained by CBA including Identification and addressing revenue leakages resulting from operational risks. (20%)
- **Grants management** - Planning, implementing, administering, monitoring and evaluating the specific activities of all assigned financial and administrative functions of the grant (5%)

COMPETENCE REQUIREMENTS

- Technical skills to effectively perform and/or guide performance of financial and management accounting activities in a manner that consistently achieves high quality standards or benchmarks.
- Interpersonal skills to effectively communicate with and manage customer expectations (internal and external), and other stakeholders who impact performance.
- Knowledge and effective application of all relevant banking policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks.
- Self-empowerment to enable development of open communication, teamwork and trust that are needed to support performance and customer-service oriented culture.
- Planning and organizing skills for effective planning and scheduling of own tasks to meet business requirements.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- University degree in business related studies or equivalent – 2nd Class Upper Division or 3.0 GPA minimum
- CPAK/ACCA/CIMA Finalist or equivalent professional qualification.
- A minimum of four years post-qualification experience in a medium to large corporate organisation

- Practical experience in use of relevant MS Office applications.
- Competence in the use of SAP and T24
- Experience in the financial services industry or banking sector would be an added advantage