



## **VACANCY ANNOUNCEMENT**

### **ACCOUNTANT RECEIVABLES**

#### **BACKGROUND**

Liquid Telecom is the leading independent data, voice and IP provider in eastern, central and southern Africa. It supplies fibre optic, satellite and international carrier services to Africa's largest mobile network operators, ISPs and businesses of all sizes. Liquid Telecom also provides payment solutions to financial institutions and retailers, as well as award winning data storage and communication solutions to businesses across Africa and beyond.

#### **ROLE OVERVIEW**

The Account Receivables Accountants role is responsible for for assisting in credit control operations by ensuring prompt collection of trade debts, minimization of credit risk and adherence to credit policy for company profitability and growth.

#### **KEY RESPONSIBILITIES**

##### **Revenue Collections**

- Attain a Target of 95% of collections target assigned
- Attaining debtor's days of 40 days in the financial year.
- Accuracy Expected in ensuring bills shared are Correct
- Sends monthly invoices and updated Statements of Accounts
- Continuous debtors accounts reconciliations
- Circularization of the key debtors at least twice a year. A file should be maintained for this.
- Monitor, analyze and report on monthly performance progress

##### **Billing Assurance**

- Initiates, processes, and passes credit notes to correct billing errors and for SLA rebates ensuring the proper approval process is followed.
- Ensures all terminated and/or disconnected circuits are not billed and notice periods are adhered to.

##### **Reduction of Overdue Debt**

- Overdue Debt Reduction
- Forwards old accounts to external debt collection agencies within a month of a bad provision being posted
- Ensure bad debts are reviewed and recommended for written off at least twice year

##### **Account Allocation and Receipt Posting**

- Ensure All receipts are allocated and post to the client's accounts on a daily basis.

- Ensure there are minimal (Maximum 2%) credit balances in debtors which should be cleared within a month
- Initiate credit notes by 20th of every month-Ensure Approval of all credit notes done.

**Accountable for:**

- Maximizing on Revenue collections and ensuring Optimal cash flow.
- Customer Experience, Resolution of credit Conflict
- Service disconnection of clients due to non-payment.
- Posting of Credit notes and allocation of receipts
- Generating statements and performance reports
- Reduction of overdue debts

**QUALIFICATIONS**

The ideal candidate must possess the following:

**EDUCATION**

- Degree in Finance or Related Accounting Field or CPA(K)
- Accountancy or Finance Body Certification.

**EXPERIENCE**

- At Least 2 years' experience in a similar or related environment
- Experience in telecoms or other related industries

**KNOWLEDGE AND SKILLS**

- Ability to lead and motivate a team to excellent performance
- A strong level of drive and determination to achieve results
- Being able to think on one's own feet and be decisive
- Willing to work under highly demanding and challenging conditions
- Willing to go beyond the call of duty in ensuring exceptional service provision
- Target Driven
- Strong people skills- building collaborative relationships and empowering and developing people
- Excellent team player with good Leadership/mentoring/management skills.
- Excellent Negotiation/Influencing and Presentation skills.
- Excellent integrity
- Customer focus / orientation and Good Negotiation Skills

We would like to highly encourage all applicants who qualify to apply for this exciting opportunity.

Interested candidates who meet the minimum requirement should send their CV as an attachment to [kenya.jobs@liquidtelecom.com](mailto:kenya.jobs@liquidtelecom.com) on or before **28<sup>th</sup> July 2021** indicating the **job title in the subject field.**