

VACANCY BULLETIN: STC 001/2020
METROPOLITAN TRADING COMPANY
SHORT TERM CONTRACT EMPLOYMENT - (STC)



Metro Trading Company has the following short-term contract opportunities for a period NOT exceeding twelve (12) months

Department: Metropolitan Trading Company (MTC)
Position: Finance /Billing App Administrator (STC)
Salary Range: Market Related Salary
Division or Cluster: Finance
Reports to: Financial Manager
Workplace: Braampark

Educational Requirements and Experience

- Diploma in Finance/Accounting
- 3 year's related experience
- More in-depth accounting understanding
- Must be able to work under pressure
- Figure Orientated

Short Detailed Job Description:

- Receive customer billing activation or change pack and activate a new account set-up or a change to an existing billing account
- Action the relevant tasks contained within the billing pack, change to an existing billing pack, change to an existing billing account to reflect a change to the service provided or set-up a brand-new customer billing account based on a new service provision
- Receive payment from customer and check that the payment matches the invoiced amount
- Determine if the payment reconcile to the invoice sent and create reconciliation report. If the payment does not reconcile inform customer of issue and monitor accounts of payment
- Receive a bill query or complaint from the customer via a call
- Track and manage the bill inquiry and find a resolution once investigation and assessment are complete. The Billing Clerk will assign, coordinate and track the specific customer bill inquiry and action bill adjustments are made to the customer account
- Ensure that the bill invoice created is reflective of all the commercially agreed billable events and any bill invoice adjustments agreed with the customer as per the contract before loading into the system

A comprehensive CV, certified matric certificate and certified ID copy should be emailed to Hr1@mtc.joburg.org.za

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CLOSING DATE: 18 FEBRUARY 2020

MARIA NCUBE
EXECUTIVE: MANAGEMENT SUPPORT
METROPOLITAN TRADING COMPANY