

Terms of Reference (Associate Revenue Officer)

Position: Associate Revenue Officer

Report to: General Manager, Finance & Accounts Division, Corporate Headquarter, Thimphu

No. of position: 3

Job Responsibilities:

- ❖ Reconciliation of postpaid revenue with the billing system.
- ❖ Reconciliation of prepaid revenue in coordination with profit centers.
- ❖ Reconciliation of international receipts and updating the payment in the billing system.
- ❖ Reconciliation of collections with profit center reports and billing system.
- ❖ Reconciliation of sundry debtors with billing and ERP systems.
- ❖ Reconciliation of payment received at Finance and Accounts Division and to update the same in billing and ERP systems.
- ❖ Rectification of collection errors in the billing system by Sales Representatives.
- ❖ Daily reconciliation of online revenue in coordination with IT Division.
- ❖ To handle customer complaints related to online recharges.
- ❖ Liaison with financial institutions and resolve any issues pertaining to online revenues.
- ❖ To complete monthly bank reconciliation for various revenue bank accounts.
- ❖ To monitor the minimum balance of B-Ngul accounts in system
- ❖ To submit B- Ngul reports to all the relevant stakeholders.
- ❖ To keep track overall revenue and forecast revenue budget.
- ❖ Submission of monthly regional and profit center wise revenue reports to regional directors and managers.
- ❖ Reconciliation of TDS and monthly remittance of tax to Regional Revenue & Customs Office.
- ❖ Timely Booking of rental income and follow up on payment.
- ❖ To attend audit.
- ❖ Any other job/task assigned by the Manager, Finance and General Manager, Finance & Accounts Division

Qualification & Experience

B. Com/BBA (Major in Finance/Accounting)

Remuneration:

- Grade/ Cadre: A1
- Pay Scale: 27,300-685-41,000
- Allowance: Corporate Allowance 20%, PBVA- 15%