

JOB DESCRIPTION

Title	Revenue and Logistics Officer
Institute/Department	Finance Department
Stream	Support Service
Reports to	Principal Revenue Officer
Location/Campus	Kukum Campus

Summary

- Collection and delivery of university revenues from fee sponsors including outstanding fees and overdue revenue to be collected. Deliver cheque payments and daily banking of university revenue.
- Assist the finance department in other administrative tasks.

Roles and responsibilities

Administration

- Collection and delivery of goods and services and safe keeping of goods and services.
- Maintain proper documentation of collection and delivery of goods and services.
- Monitor and facilitate annual renewal of vehicle licensing, inspection and insurance.
- Ensure the finance vehicle is kept in good working condition, serviced on a timely basis and kept clean.
- Transport finance staff to official meetings and other official engagements.

Finance.

- Facilitate customs and GST clearance, foreign exchange and overseas payments clearance.
- Daily banking of university revenue, processing of telegraphic transfers and collection of chequebooks, deposit books and bank statements.
- Prepare and distribute revenue collection reminders to the University's receivable stakeholders
- Coordinate monthly compliance notice to internal commercial revenue-generating sectors
- Coordinate compliance audit on end-of-year revenue collections
- Co-ordinate auction sales of obsolete/written down university assets through sites/items inspections
- Co-ordinate Stores goods delivery for both Kukum and Panatina Campuses
- Maintain updated clerical records of all revenue collections notice runs.
- Transport finance staff for official transport runs.
- Ensure finance allocated vehicle is in good working condition.
- Any other financial duties as directed by the Principal Revenue Officer or Director of Finance.

Communication and teamwork

- Good communication skills to communicate well and efficiently with colleagues and stakeholders
- Good team player
- Satisfactory written and verbal communications

Business planning, reporting and management

- Good time keeping

Quality assurance and customer satisfaction

- Ensures tasks requested are timely attended to.
- Ensures timely daily deposits.
- Ensures timely collection and delivery of goods and services.
- Timely reporting of issues of concern.

Dimensions Problem solving and impact

- To immediately resolve problems that affect the implementation of the required tasks.
- To contribute to decisions, that have an impact on other related administration in the finance office.
- To immediately provide advice on delay of implementation of tasks.

Resource management

- To provide appropriate monthly and quarterly reporting on tasks implemented.

Working Environment

- To balance the competing, finance and administrative demands and deadlines.
- To skillfully work across the various units of the finance office.
- To ensure to maintenance of a record of delivery and collection of goods and services.
- To adhere to timely facilitation of customs and GST clearance including foreign exchange and overseas payment clearance.

Key Performance Indicators

- Customer service feedback
- Proper maintenance of documentation of delivery of goods and services.
- Timely monthly production of reports.

Minimum Qualification Requirement:

- Must have at least a Diploma in Finance, Business Studies or Commerce and have experience in working in revenue collection, debt collection, administration support and protocol duties.

Essential:

- Minimum of five (5) years working experience in accounting, banking, and customs clearance.
- Pleasant personality
- Superb customer service skills
- Have good oral and written communication skills
- Ability to meet deadlines
- Organizational, management and administrative skills
- Ability to work under pressure
- Be computer literate in Microsoft Office products and accounting software
- Excellent driving skills and a clean record

Preferred:

- Excellent customer service skills
- Familiarity with finance and administrative procedures
- Experience in collaboration with University and Industry stakeholders
- Experience in Government protocol procedures

Knowledge, Skills, and Experience:

- Relevant work experience with more than 5 years
- Ability to work with people at all levels
- Industry stakeholders
- Finance Department Officer
- Valid driving license on various types of vehicles

Terms and Conditions

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.