

INTERNAL VACANCY

REF. NO : REVENUE SPECIALIST
DIVISION : FINANCE – HEAD OFFICE
POSITION : REVENUE SPECIALIST
CLOSING DATE : 11 AUGUST 2025

An Internal Vacancy exists for a **Revenue Specialist** in the **Finance Division**, based in **Centurion**.

The suitable candidate's main responsibilities and duties include, but are not limited to the following:

- ✚ Established practices, policies and guidelines to generate and ensure completeness and accuracy of revenue.
- ✚ Review of billing schedules and assisting in month-end process of verifying billing.
- ✚ Reconciliation of revenue with labour to ensure completeness of revenue.
- ✚ Work closely with the Financial Manager, weekly, mid-month and month-end regarding invoicing and Revenue.
- ✚ Estimate and forecasting of Revenue.
- ✚ Review and verify all revenue including supporting schedules.
- ✚ Work with team to streamline billing process; identify continuous process improvements.
- ✚ Uploading invoices onto customer payment portals where required.
- ✚ Sending of invoices and statements to customers.
- ✚ Work with appropriate internal departments to ensure accurate invoicing and resolve issues on disputed invoices / statements.
- ✚ Interpretation and understanding of contractual terms.
- ✚ Work closely with Regional Managers and Contract Managers.
- ✚ Maintain the monthly invoicing schedules and ensure correctness thereof.
- ✚ Check requirements on contract against rostered manpower.
- ✚ Assist with the annual client escalations submissions and negotiations.
- ✚ Assist with quotations and costings.

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification.
- ✚ High attention to detail, organized and ability to multi-task.
- ✚ Numeric and mathematical skills including financial acumen.
- ✚ Research and analytical skills; identify discrepancies and take corrective action.
- ✚ Knowledge of contract language
- ✚ Problem solving and troubleshooting skills
- ✚ Excellent verbal and written communication skills
- ✚ Proficient in Microsoft Office / Excel
- ✚ Professional integrity and accountability
- ✚ Work in fast-paced, collaborative environment
- ✚ Clean disciplinary, criminal and credit record.

Interested candidates to e-mail CV and Internal Application Form to internalcv@proteacoin.co.za

Employment consideration will be in accordance with the Employment Equity Act requirements.

Should you not hear from us within 14 days after the closing date, your application should be considered unsuccessful.

CEO: C Diavastos
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe