

The National Telecommunications Commission (NATCOM) is a statutory body established under the Telecommunications Act, 2006, to regulate the deployment of telecommunications systems and the provision of services in the telecommunications sector in Sierra Leone.

NATCOM is currently searching for suitable persons to fill several job vacancies and NATCOM now invites qualified candidates to apply for the following vacant positions tenable at its offices across Sierra Leone.

Title: Manager, Revenue and Receipts – Finance Department

Reports to: The Director, Finance

Based at: NATCOM Head Quarters - Freetown

Job purpose:

The incumbent shall provide direct support to the Director, Finance in ensuring that all revenues are timeously assured from resource (e.g. spectrum, numbering, etc.) allocations, regulatory fees, licensing, penalties and fines.

The incumbent is under the general direction of the Director, Finance, NATCOM.

Key responsibilities and accountabilities:

- Provide support to the Director in maintaining and updating revenue and receipts records
- Coordinate with the Engineering & Infrastructure and Regulatory Affairs departments to ensure that an operators' register is available and up-to-date with listing of all the applicable and expected fees for a given licensed operator
- Provide direct support to the Director in preparing a list of all debtors and providing age analysis of debtors
- Ensure invoices to service providers or licensees are timeously prepared and delivered
- Ensure that revenue targets and expenditure limits in the Budget are achieved
- Prepare Monthly Revenue and Expenditure Variance Reports including Income Cash Flow Statements
- Prepare other reports as required by Management
- Manage and report the performance of investments to achieve prudent returns
- Coordinate with the NRA in-house representative in ensuring that all payments made into the Commission's revenue account is recognized and presented to the Commission in a timely manner
- Provide a weekly update to the Director on all outstanding financial obligations owed to the Commission by all service providers and operators
- Implement collections policies jointly with the NRA.

Required Qualifications – Manager, Revenue and Receipts

Interested Candidates should have the following background:

- An undergraduate degree preferably in Accounting or Finance or Economics
- A minimum of four (4) years' work experience in the handling of enterprise-grade receipts
- Experience in working with automate accounting software packages or ERP is a plus
- Demonstrative background knowledge in performing cash projection or forecasting analysis
- Familiarity with budget preparation for the public sector
- Must be familiar with the GOSL's budgetary and accounting procedures and processes along with familiarity with the COA of the GOSL and the deployed IFMIS application platform

- Demonstrated effectiveness in written and verbal communication
- Excellent interpersonal abilities, professional demeanor and proven communications and media skills
- Ability to work in a team with diverse professional backgrounds
- Proficiency within Windows environment and the ability to utilize an ERP application to enhance role
- Excellent analytical and thinking skills

Benefits

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for these roles, please submit your application including copies of your academic and professional certificates, testimonials and your curriculum vitae, including among other details your current position, current remuneration, email and telephone contacts of three (3) professional referees.

Only emailed applications will be accepted. Only those applications submitted via email (natcomjobs@natcom.gov.sl) will be considered. To be considered, your application must be received by not later than 25 February 2019. Please place in the subject line of your email, the title or position and the department you are interested in.