



འབྲུག་བརྒྱུད་འཕྲིན་ཚོང་།
Bhutan Telecom Ltd.

Terms of Reference

Job Title	Associate Revenue Officer
No. of Slots	1 (One)
Location	Thimphu

Accountabilities/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, Knowledge, Skills and Experience	<ul style="list-style-type: none">• B. Com/BBA (Major in Finance/Accounting)• Minimum of 60% marks in Class X, XII and degree
Remuneration:	<ul style="list-style-type: none">• Grade/ Cadre: A1• Pay Scale: 28,665-715-42,965• Allowance: Corporate Allowance 20%, Fixed Allowance- 60%
Employment Type	Regular

