

# JOB OPPORTUNITY

## Uganda Institution of Professional Engineers (UIPE)

### JOB DETAILS

<b>Job Title: Revenue Collection Officer</b>	<b>Reports to: Finance and Administration Manager</b>
<b>Department: Finance</b>	<b>Section: Finance</b>

### Job summary

The Revenue Officer is responsible for the day-to-day revenue collection activities for UIPE

### Key responsibilities

- Participate in the reconciliation of debtor information and payments using QuickBooks.
- Prompt invoicing and collection of revenue due to the institution as per agreed deadlines.
- Recover all debts in accordance with the established guidelines and statutory regulations while In charge of policy matters pertaining to Revenue function.
- Reviews general collection accounts and delinquent unsecured and supplemental tax bills to determine which accounts require the initiation of collection and investigative actions; applies codes, procedures, and rules to determine feasibility of securing revenue; determines best methods of locating debtors; and determines and verifies debtors.
- Interprets and explains bills to members and debtors.
- Investigate, evaluate, and analyzes financial statements related to debtor income & payment history in order to determine the ability to pay.
- Implements terms and methods of repayment for annual subscription and other payments.
- Determines when collection actions are to be implemented in collaboration with the accountant and Finance and administration Manager.
- Gathers information and evidence to be used in civil and criminal proceedings to obtain liens, abstracts of judgments, and other legal actions
- Any other tasks as assigned by the Finance and Administration Manager from time to time

### Reporting

Prepare regular monitoring reports regarding the status of revenue collection

### Expected Outputs

- Financial and Management reports;
- Revenue Collection Reports
- Donor progress reports and periodic donor accountability reports regarding revenue collection status

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## Judgements and Decision

- Should take appropriate decision on Revenue Collection Methods and Surcharge on CPD invoices.

## Advice / Recommendations provided

- Approve bank reconciliation statements;
- Variations in the timelines and quality of work done within the department.

## Educational Requirements

- Bachelor's Degree in Business Studies, Economics, BBA(Marketing) or equivalent or related field

## Related Job Experience

3+ Years of Experience revenue /debt collection, Sales and marketing.

## Additional skills

Jobholder is required to demonstrate creativity in the following areas:

- Ability to work with minimal supervision
- Ability to multitask and work in a fast paced environment;
- Ability to translate financial concepts and to effectively collaborate with work colleagues who do not necessarily have finance backgrounds;
- Technology savvy with experience in using Accounting software especially QuickBooks;
- Effective Communication and report writing skills;
- High integrity and openness with a commitment to good governance.

## Communication

### Oral Communication

Job holder is required to;

- Present financial management reports to the different stake holders;
- Fluency in English is a must

### Written Communication

Job holder is required to communicate with others through;

- Prepare reports for the Finance and Administration Committee and the senior management team on the achievements in a timely manner.
- Regular email updates to fellow staff on the activities carried out in the section.

### Contacts

#### *Internally*

*Contacts as assigned by the UIPE Management*

#### *Externally*

# Uganda Institution of Professional Engineers (UIPE)

*Contacts as assigned by the UIPE Management. Additional contacts where staff can be accessed both in and out of the office*

## Work environment:

### Work location

- This work shall be carried out from UIPE Head Office in Kampala.

### Hazards

- None

### Leisure disruption

- The Revenue Officer may be called upon from time to time to address urgent needs for UIPE beyond the formal working hours.

**All interested persons should address their applications to Executive Secretary, Uganda Institution of Professional Engineers and send the same to [info@uipe.co.ug](mailto:info@uipe.co.ug) to be received not later than 5.00 p.m. on 2<sup>nd</sup> July 2021. Only shortlisted candidates will be contacted.**