



06 December 2023

INTERNAL AND EXTERNAL ADVERTISEMENT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

Position : Specialist: Commercial and Student Accommodation
Employment Status : Permanent
Department : Office of the Chief Operations Officer

Purpose of the Job: Oversee the process of collecting and organizing analytical data related to an organization's revenue, sales, and other financial activities. Plan, approve, and supervise the deployment of systems and processes to manage and analyze financial data and other records.

Responsibilities (but not limited to the following):

- ◆ Preparing outline for and supporting the annual revenue budget process.
- ◆ Analyzing financial statements and determining monthly revenues and expenses.
- ◆ Assisting in budget preparation and expense control activities
- ◆ Providing strategic direction in support of critical revenue cycle initiatives and goals.
- ◆ Analyzing financial statements and determining monthly revenues and expenses.
- ◆ Preparing and reviewing complex journal entries and account reconciliations.
- ◆ Ensuring efficient processing of billing claims, insurance follow up, collection activities, and denials.
- ◆ Aiding and assisting in the integration of revenue receivable and billing activities for future acquisitions.
- ◆ Complying with regulatory guidelines and legislation.
- ◆ Developing internal controls to support revenue management activities.
- ◆ Generating revenue reports and financial statements for management review.
- ◆ Overseeing revenue analysis, management, calculations, and reporting functions on a monthly basis.
- ◆ Providing financial expertise to Management for revenue improvements.
- ◆ Identifying and resolving revenue related issues promptly.

Minimum job Requirements, interested applicants must be in possession of:

- ◆ Grade 12
- ◆ Bachelor's Degree in Property Management/ Finance, NQF Level 7
- ◆ Computer proficiency in MS Office Suite
- ◆ Five (5) years' experience in revenue management of which at least two (2) years should have been in a supervisory capacity.
- ◆ Knowledge of commercial contracts, order forms, legal, and pricing.
- ◆ Extensive experience with common billing systems.

- ◆ Proficient with Microsoft Office Suite, particularly Excel. MRI Software/MDA System

Skills and competencies- The ideal applicant must possess the following skills and competencies:

- ◆ **Generic skills:** Demonstrated strong leadership and problem-solving capabilities, relationship management, deadline driven, highly organized and detail orientated.
- ◆ **Technical Knowledge and Skills:** Ability to manage multiple complex projects simultaneously. Comfortable performing workflow analysis assessments.
- ◆ **Attributes:** Decision- making, persuasion, flexibility, innovation.

Application Procedure:

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link. Failure to apply using the correct link, will result to any application not considered.



<https://share-eu1.hsforms.com/1ktct1f02SpeVVoZTFTYr0gew554>

JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

The Closing date for applications is 14 December 2023 at 16:00 any application received after the closing date will not be considered.