



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

<b>Job Title</b> Non-Aeronautical Revenue Collection (Officer 1)	<b>Job Location</b> Zanzibar City	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Air Transport
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Air Transport: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Non-Aeronautical Revenue Collection Officer is responsible for executing revenue collection, billing, reconciliation, and reporting activities for non-aeronautical revenue streams, ensuring accuracy, compliance, and timely financial processing.

## Responsibilities

- Collect revenue from retail, concessions, advertising, parking, and other commercial services
- Prepare and issue invoices based on contracts, tariffs, and usage data
- Record all billing and collection transactions in ERP and billing systems
- Reconcile revenue collected against billing records, POS data, and financial reports
- Monitor and follow up on outstanding/unpaid invoices
- Assist in preparing revenue performance and collection reports
- Monitor and validate Point of Sale (POS) transactions
- Coordinate with commercial and finance teams for accurate billing and reporting
- Ensure billing and collections comply with contracts and approved pricing
- Maintain proper documentation of invoices, payments, and reconciliations
- Identify discrepancies in revenue records and escalate issues when necessary

## Education & Qualifications

### Minimum Qualification

- Diploma in Finance, Accounting, Business Administration, or related field
- 2–4 years' experience in billing, revenue collection, or finance roles
- Proficiency in Swahili
- Professional certifications not required

## Preferred/ Maximum Qualification

- Bachelor's degree in Finance, Accounting, Business Administration, or related field
- CPA, ACCA (partially completed), or equivalent certification is an added advantage
- Experience in commercial revenue environments (retail, parking, concessions) is an added advantage
- Proficiency in English is an added advantage

## Requirements

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Experience in using systems, equipment and facilities:

- ERP
- Billing systems
- POS systems
- Financial reporting tools

## Characteristics

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### Technical

- Billing and invoicing processes
- Revenue reconciliation
- Use of ERP, POS, and billing systems
- Basic financial reporting

### Behavioral

- Attention to detail
- Integrity and accountability
- Organizational skills
- Communication skills.

### Power

- Ability to follow up on collections
- Ability to identify discrepancies
- Ability to coordinate with tenants and teams
- Ability to escalate issues appropriately

## Reporting To

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Revenue Manager: Non-Aeronautical

## Driving Licence

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Not Required

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