Job Description

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Job Title
Officer: Non-Aeronautical Revenue Collection

Job Location
Zanzibar City

Category
-

Job Type
Full Time

Job level
Intermediate

Industry
Air Transport

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Air Transport: 2 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

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

Experience in using systems, equipment and facilities:

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

Characteristics

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

Revenue Manager: Non-Aeronautical

Driving Licence

Not Required

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