



Billings System Analyst

Bidvest Insurance is a non-Life insurer within the Financial Services division of the larger Bidvest Group and operates alongside other great companies such as Bidvest Bank, Bidvest Life, FMI, Compendium Insurance Brokers and others.

Bidvest Insurance was founded in 1997 and provides niche value added products to customers through its Direct Channel which operates via call centres, as well as its Affinity Channel that partners with distribution networks. Our products are designed to protect consumers and deliver exceptional service levels when our customers need us most, so that we can deliver on our purpose 'To protect everyday South Africans, against foreseeable events and their financial losses, so that we can all contribute to a better South Africa'.

We have successfully expanded and evolved through our dedicated commitment to our values, customers, partners, and staff. Interested individuals looking to join Bidvest Insurance can expect to join a young and energetic team that challenge convention and who are intent on building long term relationships with all stakeholders.

Being a part of Bidvest, one of South Africa's leading services, trading and distribution groups, your career aspirations with us are only limited by your own imagination.

Position Overview

The Billings Systems Analyst will be responsible for analyzing all complex issues and prepare effective plans evaluate all functional designs. The Billings System Analyst will implement billing operations using technology to maximize effectiveness and accuracy of reporting.

Monitors the operation of systems to ensure the effective delivery of billing information. Will assist with developing solutions to billing problems and testing the accuracy of system modifications designed to accommodate these solutions.

What You'll Need



Attention to Detail

We like to keep our eyes on the prize at Bidvest Insurance! And that requires a strong need for attention to detail as it's the small things that can make a **BIG difference!**



Think on your feet

Hand in hand with innovation, you need to be able to think on your feet. We work in a fast paced environment which often requires us to **adapt and think fast!**



Energy

We operate with passion and excitement & thrive off a '**can do!- let's go!**' attitude. We believe in embracing new challenges and celebrating our wins!



Innovation

Here at Bidvest Insurance, we love to **challenge convention** and lead the way into the future! Leave that old trusty box at home and lets get creative

Our Values

At Bidvest Insurance, we are all part of a BE'VOLUTION where we live our values each and every day for the benefit of our colleagues, customers, partners, stakeholders and our environment.



Our curiosity drives us to constantly improve our business



Anyone can do ordinary, we do extraordinary



Treat everyone with respect, in & outside our company



We always do the right thing, even when no one is looking



We're enthusiastic in everything we do - our energy is infectious



We're committed to understanding our customers, partners and colleagues

Key Responsibilities and Duties

Financial

- ▶ Plan, coordinate, and implement Billing Systems.
- ▶ Maintain and monitor all billing system servers efficiently.
- ▶ Maintain all billing platform projects to fit the business ecosystem.
- ▶ Coordinate with various stakeholders to resolve all current and new issues and document all system enhancement requests.
- ▶ Help stakeholders to close all trouble ticket issues and make recommendations to improve the processes and protocols.
- ▶ Submission of electronic banking (Debi Check, EFT, Cr Card, RMS)
- ▶ Analysis and implementation of alternate payment gateways.
- ▶ Develop a billing & collections strategy that is sustainable.
- ▶ Churn analysis and forecasting.

Qualification

- ▶ Relevant diploma or degree.
- ▶ At least 5 years' experience as a Billing Analyst or in a similar role.
- ▶ Financial services / Insurance industry experience would be highly beneficial.

Knowledge & Skills

- ▶ Relevant Proficiency in Microsoft Office including Power BI and accounting software programs.
- ▶ Excellent communication and interpersonal skills.

Submissions:

Preference will be given to PDI candidates in line with our EE

Interested candidates to please submit their CV to: jobs@bidvestinsurance.co.za

Should you not hear from us within 2 weeks from date of application, please consider yourself unsuccessful.

Bidvest Insurance is an authorised Financial Services Provider

FSP 46395



