



WE ARE HIRING

Durban



BILLINGS SYSTEM ANALYST

Bidvest Insurance is a Short Term 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 is one of South Africa's fastest growing insurance companies and was founded in 1997. With the support of the larger Bidvest Group 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.

As one of South Africa's largest diversified industrial companies, 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 current technology to maximize effectiveness and accuracy of existing systems.

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

Assist various departments and develop efficient billing systems and procedures and provide technical support to department and operate all billing systems.

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!**



Compassion

A large reason why we exist is because **we care!** It's important that we care for our customers, our business our environment and each other



Positive Attitude

We believe in creating a positive work environment that is enjoyable to be apart of and we look to the individuals of the company to make a **positive contribution** to our culture

Our Values

At Bidvest Insurance, we're 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.



Key Responsibilities and Duties

- ▶ 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 issues and document all system enhancement requests. Help stakeholders to close all trouble ticket issues and make recommendations to improve the processes and protocols.
- ▶ Administer all billing system and perform quality assurance tests (ensure that all policies applicable for billing has been accounted for)
- ▶ Submission of electronic banking (Debi Check, NAEDO, EFT, Cr Card, AVS, RMS)
- ▶ Analyze system and identify root cause of all issues and provide solutions to resolve all billing system issues.
- ▶ Analysis and implementation of alternate payment gateways.
- ▶ Perform tests on systems and prepare documents on same prior to market release and collaborate with all functional groups to ensure consistency in billing system.
- ▶ Plan complex analysis including trends, data analysis, persistency and enhance various operational procedures and systems and participate in all meetings for designing new and revise plans.

Qualifications

- ▶ Matric.
- ▶ Relevant diploma or degree in finance.

Knowledge & Skills

- ▶ At least 5 years' experience as a Billing Analyst or in a similar role.
- ▶ Financial services / Insurance industry experience would be highly beneficial.
- ▶ Proficiency in Microsoft office, data entry, and accounting software programs.
- ▶ Excellent communication and interpersonal skills.

Submissions:

Preference will be given to PDI candidates in line with our EEstrategy.
Interested candidates to please submit their CV to: jobs@bidvestinsurance.co.za

Bidvest Insurance is an authorised Financial Services Provider
FSP46395



