



**Revenue Accountant**

**Reference:**

**FA 1 1612--09**

**SpeedCast Limited** is a wholly-owned subsidiary of Asia Satellite Telecommunications Company Limited. SpeedCast provides reliable broadband Internet access via satellite to enterprises across Asia coupled with a rich mix of syndicated multimedia content. In addition, SpeedCast Broadcast leverages on both its satellite platform and its network of remote content servers to provide Content Distribution Network (CDN) capabilities to enterprises.

To cope with our fast expansion, SpeedCast is seeking a well-organized candidate to join our Finance and Admin team in our Causeway Bay Head Office. If you are looking to find a team of champions that can bring the best out in your own capabilities and spur you on to greater heights and challenges, SpeedCast may be the company for you. We offer attractive salary, generous fringe benefits and excellent career prospects.


Under the Finance & Administration Department and report to the Billing and Credit Controller, and dotted-line to the Legal Department, The incumbent is required to perform Compiles, manages the billing system. Also perform a variety of accounts receivable functions. The Contract Administration duties including to established the procedures and prepare company contract management policy; assure to maintain of accurate customers records and master contract list.

**Billing:**

- Assist in implementation of the new billing system
- Conduct credit check/search for new or existing customers
- Prepare invoices on a timely and accurate manner
- Responsible for delivery of customer invoices/statements in a timely manner
- Close contact with customers to follow up debt collection, resolving billing issues and payment disputes
- Assist in preparation of month-end closing and management reports
- Perform other ad-hoc duties as required

## **Contract Administration with Legal Department**

- 25 – 30% on contract administration duties to ensure all the processes and the procedures written in the company's contract management policy are well followed and adopted
- Maintain an updated Master Contract List
- Maintain a systematic contract filing system for both hardcopies and softcopies for both customers and vendors
- Follow up on contract signing and renewal

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- Form 7+ / Diploma or above in Accounting/Finance/Business Admin or related disciplines
  - A minimum of 3 years relevant experience, with experience in contract management is preferable
  - Experience in Telecom industry billing is an advantage
  - Mature, independent, dynamic, self-motivated and a team player
  - Hard working and detail-oriented
  - Ability to work under pressure and meet tight deadlines
  - Good communication and inter-personal skills
  - Good command of spoken and written English and Chinese; Mandarin is a plus
  - Immediate availability is preferred