



Seeks applications for the position of:  
**BILLING ANALYST**

The Billing Analyst reports directly to the Sr. IP/VANs Manager and performs routine management of all billing related activity and analysis for the Company.

The successful candidate will:

- work closely with customer service , marketing, sales and with various vendors involved with the ENVISION billing solutions to implement new or updated rate plans, define enhancements, and escalate/resolve functionality defects and in the resolution of daily operational issues and system failures across the billing and customer care systems.
- Manage all critical processes including rating, billing, printing/distribution and settlement.
- Gathers reporting requirements from various internal clients and generates routine ad-hoc reports as required in addition to what is available in the billing system.

The successful candidate will possess the following:

- Bachelor's degree in related discipline or a minimum of three-years prior equivalent experience required
- 4+ years' experience in creating SQL queries, Crystal Reports, Excel pivot tables or similar reporting tools
- Working experience in MS SQL, Oracle, Informix or similar carrier-grade database platforms.
- Working experience billing wireless services like SMS, Roaming, and Data-GPRS, Content
- Experience analyzing billing trends, numbers and be able to create forecasts
- Excellent problem solving, conceptual, analytical and decision making skills
- Strong interpersonal and communication skills
- Understanding of financial principles

**RF/TX MANAGER**

Reporting to the Director of Network Operations, the RF/TX Manager is responsible for the planning, operations & maintenance of the 2G & 3G Radio & Transmission network.

Main responsibilities are:

- Planning and dimensioning of new sites, site surveys & frequency planning.
- Designing and implementing indoor & repeater solutions where required.
- Drive testing Bermuda network. Using data from drive tests to optimize frequency plan & neighbour plan.
- Using OSS tools such as CNA, RNO & Business Objects to monitor the access network performance and optimize cells and parameters where applicable.
- Alvarion & Mini-Link manager to monitor the microwave network performance and optimize parameters where applicable.
- Site Acquisitions.
- Generating daily, weekly & monthly reports.
- Ensure all RF & Transmission records are kept up to date.

The successful candidate will possess:

- A BSc. degree in Electrical Engineering / Telecommunications / Electronics / Computer Science.
- A minimum of eight (8) years working experience with Ericsson GSM Mobile Telecommunications Equipment with specialization in RF.
- A strong knowledge in Transmission systems.
- At least three (3) years working experience with Ericsson OSS applications.
- Successful completion of Ericsson AXE specialized GSM Mobile Training Courses
- A knowledge of TEMS/Cell Planner Universal (TCPU); OSS Applications CNA, RNO and Business Objects

**RF O&M FIELD ENGINEER**

We are looking for a motivated, ambitious team player to join our Technical Department.

The main areas of responsibility are:

- Responsibility for the operation and maintenance of all 2G & 3G RBS's, Power and Transmission equipment to achieve 100% availability of all Cell Sites
- Monitoring of all environmental factors, buildings and grounds to include earth connections and measurements at Digicel sites
- Escalation and follow through of all anomalies to relevant departments
- Scheduling of preventative maintenance rosters
- Co-ordination of all site related work and projects
- Co-ordination with other engineers on outage solutions
- On-call support for after hours outages and planned works as required

The successful candidate will possess:

- Diploma in telecommunications/electronics or equivalent
- Minimum of one year experience in maintenance of telecommunications network
- Detailed working knowledge of Microwave transmission systems, Ericsson radio base stations
- Detailed working knowledge of DC and AC power systems
- Detailed working knowledge of GSM radio telephony operations
- Detailed working knowledge of associated test equipment
- Good interpersonal and communication skills
- Excellent leadership skills/qualities
- The ability to work unsupervised and handle multiple priority assignments simultaneously

**FINANCE MANAGER**

We are looking for a qualified, motivated and ambitious Finance Manager to join our Finance Department. Reporting to the Finance Director, the successful candidate will be responsible for:

- Preparation, review and sign off of monthly Management Accounts, including consolidation of operating company and holding company in line with Group deadlines
- Assist in preparation of Financial Statements (monthly and annual Statements and quarterly Statements with notes)
- Assist in preparation, review and sign off of Balance Sheet reconciliations
- Assist in preparation and completion of Internal and External Audits
- Manage the credit and collections dept. to maximize receipts including pursuing delinquent accounts
- Perform monthly reviews of OPEX and CAPEX expenditures, ensuring both are within budget.
- Complete entire yearly budget and upload into Great Plains and complete Budget presentation in accordance with set deadlines
- Perform detailed commercial reviews of all promotions, with break even points calculated – reporting to directors and group with findings
- Assist in producing daily KPI report and analyse and report on success of promotions
- System administrator for Great Plains and Workplace. Ensure purchasing policy adhered to; Review and post all Digicel Bermuda GP journals
- Manage, supervise and develop Accounts Payable and Accounts Receivable departments consisting of 5 experienced accounting staff members
- Assisting with other duties and special projects as assigned by the Finance Director or CEO

The successful candidate will possess:

- A University degree plus an international accounting qualification is required: CA/ACA or CPA designation
- 5 - 10 years post qualification experience required and experience in the telecommunications industry will be an advantage
- Management Accounts and Financial Statement preparation (under IFRS) is essential
- Prior experience in the preparation and monitoring of yearly OPEX and CAPEX budgets
- Excellent computer literacy skills with the Microsoft Office suite of products particularly Excel. Experience with Great Plains, Hyperion and RAP revenue assurance systems will be an asset
- Prior experience in successfully managing a team to efficiently meet stringent deadlines
- Strong analytical skills with a proven ability to use a systematic approach to problem identification and resolution
- Have highly developed verbal and written communication skills
- Have a proven track record of delivering objectives on tight deadlines

Closing date: April 26, 2011

Please apply in writing with resume via email to:

[Hr.bermuda@digicelgroup.com](mailto:Hr.bermuda@digicelgroup.com) or in writing to:

Human Resource Director, Digicel

PO Box HM 896 Hamilton HM DX.

T 441.500.5313 F 441.295.3235 [www.digicelbermuda.com](http://www.digicelbermuda.com)