

CAREER OPPORTUNITY

1. DETAILS	
DIVISION:	Admin (Finance)
JOB TITLE:	Credit Controller (Randfontein)
REPORTING TO:	Credit Control Manager Africa
COMMENCEMENT DATE:	To Be Confirmed
APPLICATIONS CLOSE:	24 January 2019
2. JOB SPECIFICATION	
KEY PERFORMANCE AREAS	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> Maintain, update customer file and records. (Keep an accurate and updated record of debtors) Co-ordinate and verify / ensure backup of source documents to order. Maintain an up to date filing system with proper records and documentation that has a link between sales and records / management division to ensure accuracy of data. Ensure that C.O.D. debtors pay up-front before releasing their orders. Daily liaise with sales staff and management on debtors issues and payment. Control / advise on the supply/refusal to of goods based on available credit. Telephonic follow up and collections of debtors payments Presenting a weekly cash flow report on expected debtors payments. Analysing of debtors recon's and remittances. Allocate debtors payments from bank onto Syspro accounts. Follow up with unaccounted deposits. Follow up with debtors on short or non payments. Generate and submit statements and invoices to debtors on request. Attend and resolve debtors requests. Providing a monthly report on defaulting debtors to management & reps.
3. PERSON SPECIFICATIONS	
Qualifications	a) Matric Essential. b) Relevant Accounting Qualification (Debtors)
Experience	a) 2-5 years in debt collections or similar role. b) MS Office skills (Excel) and Syspro debtors accounts c) Excellent English Communication skills (verbal and written) d) Knowledge of accounting Concepts and debtor payment allocations e) Valid driver's licence and reliable vehicle.
Other Attributes	a) Good organising skills b) Deadline orientated c) Ability to work independently d) Ability to work under pressure e) Time Management and Planning skills

4. REQUIREMENTS *(In line with the EMPLOYMENT EQUITY objective)*

- Employment Equity Applicants would be preferred.
- Preference will also be given to people with a disability who will be able to operate within the operational requirements and in the present physical facilities available in the organization.

Please apply in writing together with your CV to:

Email: recruitment@selectppe.co.za

Internal applicants are to discuss their application with their Line Manager before applying. HR should inform the Head of Department of internal applicants. Should you not hear from us within 2-3 weeks after the closing date of this application, please consider your application unsuccessful.