



JOB DESCRIPTION

REFERENCE NUMBER:	EP602
JOB TITLE:	Debtors Manager
LOCATION:	Durban
REMUNERATION:	Market Related Package
KEY PERFORMANCE AREAS:	To ensure that the company's cash flow is maximised through debt collection and minimisation of risk.

Policy and Procedures

- Ensure that the, credit and billing policies are developed for approval, communicated to operational divisions and adhered to
- Maintain Debtors data base by setting up term codes, deleting inactive customers, updating customer contact details, ensuring uniformity in customer naming conventions, linking customer accounts to account groups and confirming accuracy of beneficiary banking details

Credit Application

Ensure that prospective and current Customers' accounts are governed by contract:

- Receive and review application
- Review creditworthiness – trade references, judgements, deeds office, director scans
- Approve applications/ recommend non-approval to Finance Manager

Account Management

- Monitor Customer performance against terms
- Follow up on non-compliance – resolve through direct interaction with Customer and Branch Managers
- Advise on action to be taken with defaulters
- Provide weekly cash flow projections

Billing

- Ensure that correct billing occurs and that all discrepancies and irregularities are analysed and rectified
- Drive and oversee billing process
- Authorise credit notes



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Reporting

Produce reports:

- Monthly credit management report
- Ad hoc as required
- Statements to Customers
- Balance accounts receivable to GL

Compliance

Ensure compliance with NCA

Query resolution

- Manage the query resolution process for billing and credit
- Authorisation of credit notes
- Customer interface

General Management

Ensure optimum team in place:

- Competent members with development capacity
- Provide development input and opportunities
- Provide leadership and motivating environment
- Encourage and recognise performance

SKILLS

- Must possess problem solving ability, decision making prowess, interpersonal skills, business acumen, planning skills, be able to handle pressure, take an innovative approach when required, show innate leadership, etc. People skills are imperative.
- Ability to communicate in Afrikaans an advantage but not essential

EDUCATION / EXPERIENCE:

- Min post-Grade 12 Qualification, ideally Diploma in Credit Management
- Credit Management III preferred
- 7 -10 years with 5 years managing a team
- Experience or training in Transport and Shipping Sector preferred

To apply please send a comprehensive CV and letter of motivation quoting reference number **EP602** to Genevieve Michel at info@talenting.co.za