



V A C A N C Y

CREDIT CONTROLLER

*The above-mentioned position based at Boksburg and reporting to the Financial Manager has become available.
Preference will be given to suitably qualified Previously Disadvantaged Individuals.*

PURPOSE:

The position reporting to the Financial Manager, is to co-ordinate and manage debtors and to ensure that all processes are carried out in compliance with the ELB Equipment standards, to ensure financial Target requirements are met effectively and efficiently in order to maintain excellent customer service levels. In addition, to continuously strive for improvement of methods and systems.

KEY JOB FUNCTIONS:

Finance

- Full function of credit controller;
- awareness and basic understanding of accounting;
- basic overall business financial understanding;
- customer & cash sale accounts – manage customer accounts according to company policies & procedures;
- timeous collection of outstanding debts, timeous allocation of payments received, accurate reconciliation of customer accounts and timeous resolution of account queries;
- credit application & credit limit increases – Verify all documentation to ensure correctness. Assess and evaluate credit worthiness reports requested from credit bureaus; and
- weekly meetings with relevant internal departments for status updates on outstanding accounts and account queries.

Leadership - Business

- Proactively contributing to own area and department target results; and
- actively and effectively contributing to customer service is of utmost importance, whilst striving for continuous improvement.

Leadership - Self

- Sets clear personal objectives and responsibilities, takes accountability appropriately for own area; and
- promotes a culture of team work and encourages learning and sharing of skills & knowledge.

Planning & Monitoring

- Primarily focused on day-to-day operations following own action plan and that of the team;
- provides reliable 'immediate' action steps for meeting short-term targets; and
- reports back to management of developments.

Customer Relationships

- Is able to suggest solutions within customer requirements;
- generates new and updates existing customer data base information;
- effectively sustains existing business with a strong focus on protecting company short-term interests; and
- accommodates others to maintain working relationships.

QUALIFICATIONS & EXPERIENCE:

- Matriculation;
- 5 years credit control experience essential;
- must be fluent in English; and
- computer literacy, especially Microsoft Excel.

PERSONAL ATTRIBUTES:

- A high level of enthusiasm, motivation and dedication;
- numerical ability and attention to detail is essential;
- able to work effectively under pressure;
- knowledge of effective leadership experience;
- a proactive and challenging personality;
- able to solve problems and be innovative and creative; and
- sound interpersonal skills (internal and external customer liaison).

*Candidates that are interested and are suitably qualified are encouraged to apply by forwarding a copy of their application form and supporting CV's to **Athelia Hattingh in the HR**, or by e-mail on or before 6th October 2021, late applications will not be considered. Related enquiries can be directed by telephone on Ext 730. If you have not had a response a week after closing date please deem your application as unsuccessful.
Issue date: 30th September 2021.*