



Internal Advert

DEBTORS ADMINISTRATOR ITEC SA

Applications are invited from suitably qualified persons to fill the above vacancy.

Recruiting line manager	Lynette van der Walt
Department	Itec SA – Debtors
Required start date	ASAP
KEY PURPOSE	
To take action in recovering problematic accounts and to increase profits through the achievement of collection targets	
KEY OUTPUTS:	
<ul style="list-style-type: none"> • Responsible for a portfolio of accounts • Contact Debit Order clients that have defaulted on their monthly service payments within 48 hours of default • Ensure that Debit orders are submitted timeously and accurately • Control and action dishonoured service payments (Returned Debit Orders) daily • Completes daily allocations and reconciliation of debtor payments; • Ensure that all remittances are requested from all customers to have receipts allocated accordingly; • Ensure that all Unallocated receipts have been allocated on a weekly basis; • Achieve agreed collection targets. • Prepare documents for Legal Handover to Legal Advisor; • Prepare weekly/Monthly reports for management; • Daily control and monitoring of diarised issues and timeous action thereof; • Obtain confirmation from clients that they have received all invoices; • Complete credit notes, write off's and re-invoicing accurately and timeously and ensures that relevant supporting documents are attached; • Complete the processing of payment requisitions accurately by ensuring that all relevant supporting documents are in place and signed off by the allocated manager; • Complete the processing of journals accurately & timeously with supporting documents • Filing of invoicing, credit notes, bank statements & journals accurately and timeously; • Prepare documents and produce correspondence for legal handover to legal advisor • Daily/Live updating of comments on the Dynamics System • Conduct all month end procedures by the 2nd working day of the month • Effectively manage and minimise unnecessary refunding of monies to customers; • Engage with clients daily in a professional manner & resolve customer queries within 48 hour lead time • Build good trustworthy relationship with assigned debtors telephonically, written, and face to face; • Professional written and telephonic contact with customers that have defaulted on their monthly service payments; • Liaise with the Partners to assist in the collections on all accounts with outstanding debt; • Participate in the collections team meetings; 	
SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> • Grade 12 or NQF level 4 equivalent qualification 	



WORK EXPERIENCE	
<ul style="list-style-type: none"> • 3 – 4 years experience in debtor collections; • Experience in Debtor Collections based in the finance industry is a distinct advantage; • Recovers quickly from setbacks, maintains an optimistic outlook and treats change in policies and procedures as an opportunity for growth; 	
KNOWLEDGE	
<ul style="list-style-type: none"> • MS Office (Word, Excel, Outlook, Power point) • Account System: Navision, SAP and Oracle 	
SKILLS :Non Managerial Competencies	
Contributing to team success	Actively participating as a member of a team to move the team towards completing a goal.
Initiating action	Taking prompt action to accomplish objectives.
Managing work	Effectively managing one’s time and resources to ensure that work is completed efficiently.
Planning and organising	Establishing courses of action to ensure that work is completed efficiently.
Stress tolerance	Maintaining stable performance under pressure or opposition.
Work standards	Assuming responsibility and accountability for successful completing of assignments or tasks.

The advert has minimum requirements listed. Management reserves the right to use additional / relevant information as criteria for short-listing. Interested applicants, who meet the above employee specifications, should please apply in writing to:

CONTACT: LINDA ARMSTRONG
EMAIL: LINDA.ARMSTRONG@TECGROUP.COM
BY NO LATER THAN 05 MARCH 2017
