



CREDIT CONTROLLER X 7 B3 – B5

As part of the S189 Restructure process, the above vacancies have become available.

As a Credit Controller the successful incumbent will be responsible for the full credit control function of the Group.

Responsibilities:

- Building good customer relationships with clients allocated to you
- A descriptive and detailed account of customer inter action will need to be recorded on the Naviga system of collection activities.
- Daily clearing and feedback to supervisors with regards to COA
- Good communication with the cash management team where applicable;
- Ensure that all your invoices and tear sheets / proof of flighting's and supporting documents are communicated to the clients, timeously.
- Ensure timeous communication of letter 1 and 3 to clients after exhausting all internal investigations and collection activities to avoid reputational risks.
- Proactively resolve client queries within 48hrs.
- Attending regular one on one meetings set up by the supervisor and providing feedback and action plan on all outstanding accounts.
- Adhere to all company and departmental policies and procedures
- Attend to any Ad hoc tasks, projects and training as and when required
- Take ownership of debtor account allocated to you;
- Continuously review customer account credit limits against pre-set credit control parameters;
- Identify breaches in parameters and highlight to supervisor where you are not able to resolve independently;
- Ensure that the minimum acceptable rate of return for recoveries is adhered to on a monthly basis.
- Keep track of all outstanding sales invoices of each of your debtor accounts and actively follow up on accounts that could potentially start to age;
- Identify customer receipts from the daily bank statements and accurately process the amount to the correct debtor's account timeously to ensure debtors accounts is always up to date on financial systems and Age Analysis.
- Regular reconciliations of your debtor accounts to ensure all sales invoices; payments, and credit notes have been processed.
- Facilitate swift recovery of outstanding amounts due to the organisation.
- Reporting to Supervisor on w/off items
- Approval of sales orders and ensuring all criteria is met (P/orders, C/I's are obtained, etc) and adhering with the pre-set credit limits.

Minimum Requirements

- Matric
- Computer literate
- 2 – 4 Years credit controller experience within the Finance environment

Required Competencies

- Must have the ability to think creatively.
- Be a self - starter that shows initiative and ability to work independently.
- Be extremely motivated and driven to work in a highly pressurised fast pace environment.
- Be highly flexible working long, irregular hours nightshift, weekends and public holidays
- Be prepared to travel long distances across the province and country.
- The ability to work under constant deadlines pressure

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All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06th November 2024** to Human Resources at: vacanciescape@corporateservice.co.za