

Position Classification:

Specialist/Team Leader

Responsible for:

Overseeing the Accounts Receivable functions, Supervising and Training Accounts Receivable Staff and performing General Credit Control Duties.

Leadership/Business influence:

Providing technical leadership, mentoring and supervising others

Reports to:

Financial Controller

Supervises:

Accounts Receivable Officers

Main Functions and Activities

Directing and Supervising the activities of the Accounts Receivable Department

- Ensure all Receipts are processed in a timely manner and balanced to the bank statement on a daily basis
- Ensure month end procedures are carried out in line with Finance department requirements and timetable
- Continually training and developing staff and reviewing processes and procedures in order to maintain and improve the efficiency of the accounts receivable function
- Oversea the rebate register to ensure rebates are accrued and paid according to company policy
- Liase with customer service to ensure all Invoices are processed and sent to customers
- Ensure all branches comply with AR policies and procedures
- Regularly review and update AR policy in line with company policy and ensure compliance with accounting standards, taxation and statutory obligations

Credit Control

- Monitor and review credit policies and ensure they are appropriate to minimise the non-collection of debts
- Review and monitor outstanding debts and report to management on a monthly basis
- Participate in creditor watch monthly forum meetings and inform management of early identification of possible default
- Ensuring speedy and effective recovery of amounts outstanding
- Passing on outstanding debts to the collection agency after all attempts have been made to recover outstanding amounts from debtors
- Collate prepare and process Bad Debts write offs as required

Budget and Cash Flow Monitoring

- Prepare forecasts of receipts for the finance department as required
- Assist with budgeting for Sales receipts, debtors balances, taxes and cash flow

WHS

- Comply with all WHS policies and procedures
- Wear PPE as required
- Report all accidents, near misses and unsafe work practices/hazards

Other Duties as required

- Provide assistance with reception duties as required
- Assist with other duties of the Finance and Admin department as required

Internal contacts

Customer Service Team, Finance Team, Sales Managers, Branch Team Leaders.

External contacts

Financial Institutions, Credit Agencies, Industry Associations, External Auditors

Essential Capabilities and Experience

- Excellent interpersonal and customer service skills
- Excellent organisational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem solving skills
- Strong supervisory and leadership skills
- Thorough understanding of policies and procedures used in accounts receivable
- Proficient with Microsoft Office suite or similar software
- Ability to limit outstanding debtors and implement company credit policy
- 2 years experience in Accounts Receivable

Incumbent Name: _____ Signature: _____ Date: _____

Managers Name: _____ Signature: _____ Date: _____