

ACTOM Electrical Machines

Job Description

Title: Debtors Supervisor of the Debtors Department

Based in Benoni, reporting to Financial Manager (FM)

Supervising one Debtors Clerk

Responsible for all aspects of credit management, including:

Ensuring that all new as well as existing Customers have a duly completed and signed Credit Application, together with all of the necessary supporting documentation.

Continuous monitoring and adjusting of credit limits, together with FM, as required.

Allocation of payment and credit notes on SYSPRO, running and distribution of month end Debtor Statements.

Work together with FM in setting monthly collection targets for the Debtors Department.

Schedule, manage and run (together with FM) the monthly Debtors meeting, going through the various debtor issues with Sales Team.

Liaise with Cash Book Clerk iro excess and un-allocated payments.

Regular and timeous following up with Customers to ensure prompt payment.

Actively use credit tools like Experian to effectively manage the credit risk of the Debtors book.

Liaise with Debt Collection Agency (currently MC Van Dyk) iro Debtors handed over for collection.

Liaise with Sales staff (Benoni as well as the other NMP Branches) where necessary, in terms of COD Accounts, Customer EFT's, deposits, credit limits, Customer accounts placed on hold, required credit limit over-rides etc.

Oversee the digitisation of documentation (Credit App's etc) to fully benefit from SYSPRO.