

## **POSITION DESCRIPTION**

**POSITION TITLE:** EXECUTIVE CREDIT CONTROL

**DEPARTMENT:** ACCOUNTS

**REPORTING TO:** CREDIT CONTROLLER

### **PRIMARY OBJECTIVE OF POSITION**

Assist Credit Controller to implement process & systems to stop Casual credit and Monitoring of credit to corporates.

### **MAJOR AREAS OF ACCOUNTABILITY**

- Scrutiny of bills & dispatch of the financial statements, follow up on payments.
- Payment reconciliation and confirmation update.
- Assisting the Credit Controller/Executive in collection of receivables by providing back office support by generating statements, preparation of statements for companies as per their requirements.
- Attending to client queries, preparing Daily Invoice Reports and at the end of the month a Consolidated Report.
- Ensure Nil bad debts

### **PRINCIPLE OBJECTIVES / KPI's .**

- Ensure proper monitoring and control of Casual credit.
- Collections of receivables and preparing statements on a regular basis
- Ensure high level of customer relationship with all accounts

### **Health & Safety in the Workplace**

#### Team Member

- Must not deliberately put the health and safety of anyone or themselves at risk
- Must not misuse anything provided for health and safety such as First Aid kit supplies and fire fighting equipment
- Follow reasonable instructions from Management regarding health and safety
- Report any hazards or potential hazards such as inappropriate requests, unsafe equipment or environments to Management

## **KEY RELATIONSHIPS**

- **Credit Controller**
  - **Manager Accounts**
  - **Asst Manager Operations**
  - **Branch Manager**
- Teamwork is very important to CWT and you will be expected to work as part of a team. This may mean that you will be required to offer assistance to other employees at any time.
  - Incumbent is encouraged to seek assistance from Line Manager should further clarification relating to Job Description be required.
- CWT may make variations to this Schedule (including additions and deletions)

## **KEY SKILLS:**

- Aggressive
- Strong Analytical skills
- Self starter
- Strong communication skills
- Target Achiever