

CREDIT CONTROLLER

Responsibilities:

- In charge of the full Implementation of Credit Policy.
- Responsible for all customer accounts, Bad Debts Provision and charging of Interest on customer accounts.
- Coordinate collections including provision of accurate and timely information to sales and service teams, sending demand letters liaising with debt collectors and lawyers on follow up of old debts. Advise Respective
- Departments on customers with overdue payments.
- Ensure credit limits are adhered to and discounts given per regulations/approvals existing at the time.
- Ensure that the set procedures and control of invoices, credit notes etc. are followed.
- Prepare weekly and monthly Collection Report and Aged debtors analysis reports and provide the same to the finance manager and respective Departmental Managers.
- Vouch the correctness of processed invoices, credit notes and payment receipts.
- Debtors Circularization. Ensure confirmation of balances for accounts are properly prepared and mailed to customers within the required time.
- Verification of export documents to ensure all proofs of export are provided and properly filed.
- Liaise with the invoicing clerks in the processing of Credit and Debit notes for customers; ensure all supporting documents are attached.
- Opening of new customers' accounts, approval of orders and supplies.
- Monthly reconciliation of Debtors control ledger with Debtors sub ledger accounts.
- Enforce the credit terms and limits.
- Ensure banking is done on a daily basis. Post receipts for banking and reconciliations of customers' accounts daily.
- Attending to and resolving customers' queries on a timely basis including visits to customers.
- Weekly and monthly bank reconciliation and resolving any outstanding issues.
- Perform any other duty as may be required by the controlling officer

Competencies & Personal Attributes

- Strong personality, excellent oral and written communication skills.
- Positive work attitude
- Self-motivated
- Customer awareness.
- Excellent interpersonal skills
- Analytical and problem solving skills
- Effective verbal and listening skills
- Very effective organizational skills
- Be flexible
- Honest and Trustworthy
- Results oriented
- Team player
- Strong business ethics

Qualifications for Credit Controller Jobs in Kenya

- Bachelor's degree in Commerce, Business Administration or Economics
- At least CPA Finalist with a bias in Credit Control
- Good Working knowledge of a busy medium or large organization
- At least 2 years' experience in the same position
- MS office applications
- Good knowledge of Accounting Applications