

VACANCY CREDIT CONTROLLER

Business Unit: Finance and Administration
Paterson Grade: C2
Duty Station: Walvis Bay

Erongo Regional Electricity Distributor Company (Pty) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in the Erongo Region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from the designated groups defined in the Affirmative Action (Employment) Act, Act No. 29 of 1998 are encouraged to apply. Preference will be given to women and persons with disability.

THE PURPOSE OF THE JOB:

The role of the **Credit Controller** is to maintain an effective credit collection system by applying the credit control policies and procedures for Erongo RED's entire debtors base.

QUALIFICATIONS REQUIRED:

• Diploma in Finance / Business Administration or equivalent from a NQA recognised tertiary institution.

PREFERRED QUALIFICATION:

• NQA Recognised Bachelor's Degree in Finance / Credit Management / Business Administration or equivalent qualification.

KEY PERFORMANCE AREAS:

- Provide input to the annual budget and control costs
- Prepare the debtors age analysis
- Engage with and ensure satisfaction of internal and external stakeholders
- Implement debt collection strategies within the laid down policies and procedures
- Perform general credit control administration and maintain proper record keeping
- Review and implement customer payment planning and extension administration
- Carry out Ad-Hoc duties & adhere to the Erongo RED Policies and Procedures
- Comply with SHE policies and procedures
- Professional Development & Growth
- People and Performance Management

LEVEL OF EXPERIENCE:

• Accounts receivable / Debtors Clerk / Credit Management: (3) Three years

LICENSE REQUIRED:

• Code BE Driver's Licence

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications to: **Mr Daniel Kuzatjike: Human Capital & Corporate Services Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-201 9000 or hand deliver at Erongo RED Head Office, 91 Hage Geingob Street, Walvis Bay.** Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only shortlisted candidates will be contacted for interviews.

Closing Date: Thursday, 02 November 2023