



DATE	5 Feb 2024		
DEPARTMENT	FINANCE	POSITION	Credit Supervisor

Job description

Key responsibilities

1. Supervise Accounts Receivable activities in terms of billings, payment postings and internal follow-ups
2. Follow up collections of Accounts Receivable, taking all necessary actions to secure timely payment and emphasize overdue amounts
3. Review of Accounts Receivable ledger and monitor incoming payments.
4. Responsible for Aging of Debtors and maintaining the same under control.
5. Responsible for compiling all group billing.
6. Responsible for maintaining the debtor's ledger with regular review of the aged accounts.
7. Oversee the PDC cheques issued from the customers
8. Responsible for sending the statement of account to the customers
9. Responsible for sending weekly reports such as collection reports to the higher management
10. Coordinate with the head office if any legal case arises.

Education, Qualifications & Experiences

- A degree in Accounting or any related business course.
- With atleast two years of similar experience in the UAE.
- Excellent verbal and written English communication skills
- Computer literacy is a must, while knowledge of Micros and Navision is an advantage.

Knowledge & Competencies

- Candidate should be results-oriented, self motivated, with a positive attitude, and have strong social skills while possessing the following additional competencies:
- Teamwork
- Supervising People
- Supervising Operations
- Effective Communication
- Adaptability
- Customer Focus
- Driving for Results