

## Assistant Credit Controller

[Apply Now](#)

Company: BEM Consult

Location: Lusaka

Category: other-general

### Description:

#### Job Purpose

The Assistant Credit Controller will help the HOD to coordinate the debts of existing creditors and handle the collection of finances and the resolution of account queries, raising sales invoices and issuing credit notes. Review and Submit a report that shows balances deemed to be possible irrecoverable bad debt for possible write-off.

#### Summary of Key Responsibilities

Work closely with the Finance Manager to ensure internal and external audit review points are cleared on credit control as applicable and also attend to auditors.

Be responsible for checking the customer's credit situation and deciding whether or not to offer the credit

Setting up the terms and conditions of the receivable and payable balances

Dealing with internal queries about payments, ensuring customers pay on time and negotiating re-payment plans

With the Finance Manager review and update the department's organizational structure and role description annually to ensure that they are fit for purpose and contain all the accountabilities of each team member.

Making regular contact with customers to ensure all relevant debts are managed as necessary

Identify changes in payment patterns and propose action to avert indebtedness

Handle disputed invoices and negotiate to bring payment within the agreed term

Review the GL on all items captured and relate them to ensure that these are supported and accurate.

Overall Negotiation of payment terms with customers and ensure that customers pay on time and chase any overdue

Respond promptly and completely to both client and internal queries

Maintaining contact with clients to ensure invoices are clear for payment

Resolving queries both internally and externally around outstanding invoices

Propose to write off of irrecoverable receivables

### **Required Knowledge and Skills**

Attention to detail

Sound Decision Making

Problem Solving Skills

Good Interpersonal Skills

Organized

Excellent Written and Verbal Communication Skills

Good Business Judgement

Ability to work under pressure

### **Primary Areas of Accountability:**

#### **Qualification and Experience**

Full or Finalist of **CA Zambia, ACCA or CIMA**

Degree in Finance or Accounting

## **Minimum of 4+ years working experience as a Credit Controller or related**

Billing Management working experience will be a plus

Proven ability in performing Customer Account Reconciliations

Must have experience with SAP ERP systems and processes

Must be a member of **ZICA**

If you meet the minimum hiring requirements for the above position, please email your CV and Cover letter clearly stating your salary expectations to : **jobs@bemconsult.com** and Cc **bemconsult20@gmail.com**

Note that, all communications will be kept in the strictest of confidence. If you do not receive communication within **21 days** of the closing date of the advert, please

### **DO NOT SEND CERTIFICATES AT THIS STAGE**

Apply for a job

[Apply Now](#)

### **Cross References and Citations:**

1. **Assistant Credit Controller Nzjobs Jobs LusakaNzjobs** ↗
2. **Assistant Credit Controller HongkongjobsJobs LusakaHongkongjobs** ↗
3. **Assistant Credit Controller PhysicianjobsnearmeJobs LusakaPhysicianjobsnearme** ↗
4. **Assistant Credit Controller Productmanagementjobs Jobs Lusaka Productmanagementjobs** ↗
5. **Assistant Credit Controller Bluecollarjobs Jobs LusakaBluecollarjobs** ↗
6. **Assistant Credit Controller LaboratoryjobsJobs LusakaLaboratoryjobs** ↗
7. **Assistant Credit Controller Madridjobs Jobs LusakaMadridjobs** ↗

8. Assistant Credit Controller KenyajobsJobs LusakaKenyajobs ↗
9. Assistant Credit Controller TelecomjobsJobs LusakaTelecomjobs ↗
10. Assistant Credit ControllerVeterinaryjobs Jobs LusakaVeterinaryjobs ↗
11. Assistant Credit ControllerTeacherjobs Jobs LusakaTeacherjobs ↗
12. Assistant Credit ControllerBelgiumjobsJobs LusakaBelgiumjobs ↗
13. Assistant Credit ControllerThailandjobsJobs LusakaThailandjobs ↗
14. Assistant Credit ControllerChicagojobsearch Jobs LusakaChicagojobsearch ↗
15. Assistant Credit ControllerBahrainjobs Jobs LusakaBahrainjobs ↗
16. Assistant Credit ControllerCaregiverjobs Jobs LusakaCaregiverjobs ↗
17. Assistant Credit ControllerConsultantjobsJobs LusakaConsultantjobs ↗
18. Assistant Credit ControllerKuwaitjobstoday Jobs LusakaKuwaitjobstoday ↗
19. Assistant credit controller Jobs Lusaka ↗
20. AMP Version of Assistant credit controller ↗
21. Assistant credit controller Lusaka Jobs ↗
22. Assistant credit controller Jobs Lusaka ↗
23. Assistant credit controller Job Search ↗
24. Assistant credit controller Search ↗
25. Assistant credit controller Find Jobs ↗

Source: <https://zm.expertini.com/jobs/job/assistant-credit-controller-lusaka-bem-consult-d5bf424d7d/>

Generated on: 2024-05-01 by Expertini.Com