

## DEBTORS MANAGER

FutureLearn is an exciting and dynamic group making a difference in the education sector. We are looking for a passionate individual to be part of our journey. The debtors manager will be responsible for strategic planning and managing the debtors team, which services all the companies within the group.

### RESPONSIBILITIES:

- Defining the debtors collection strategy for each company within the group.
- Managing employees in the debtors department, including setting staff targets.
- Weekly reporting to management.
- Assisting with account queries, including key customer visits.
- Investigating and signing off credit notes as per limits of the authority matrix.
- Conducting credit limit reviews and credit application approvals and analysis.
- Controlling and maintaining credit limits.
- Releasing of sales orders and orders based on ad hoc limit restraints.
- Following procedure on accounts going into legal status and the monitoring thereof.
- Overseeing the processing bad debt journals, refunds, and working through on-hold/not on-hold accounts with credit controllers.
- Managing the monthly invoice process on an ongoing basis.

### REQUIREMENTS:

- Grade 12.
- Tertiary qualification will be advantageous.
- Minimum of three to five years' experience in a similar role.
- Driver's licence.
- Good communication skills (verbal and written).
- The ability to cope well under pressure.
- The ability to manage and motivate subordinates.
- A track record of documented successes and achievements.
- The flexibility to adapt quickly to changing business conditions and changing priorities.
- Experience in handling high volume accounts.
- Innovative and adaptable.
- Highly organised and system orientated.

### Language proficiency:

- English (fluent)

### Screening questions to be completed as part of the application:

1. Years of experience as debtors manager.
2. Current CTC and benefits.
3. List of industries you have worked in.
4. What is the most innovative debtors collection strategy you have implemented?
5. What is your current debtors target and how successful have you been in achieving it over the past six months?
6. Average size of the debtors book and number of customers in the book?
7. What do you love most about being a debtors manager?

8. What inspires you?

Salary is market related.

Please send your CV stating the job title in the subject line to [recruitment@futurelearn.co.za](mailto:recruitment@futurelearn.co.za)