

<b>Job Title</b>	Receivables Accountant	<b>Department</b>	Finance
<b>Reports to</b>	Finance Manager	<b>Grade</b>	
<b>Direct Reports</b>	N/A		
<b>Job purpose</b>			
<p>The main purpose of this role is to support the company in optimizing its financial transactions and systems through performing reconciliation of payments and customer accounts, identifying any discrepancies regarding past -dues accounts and aid in debt collection.</p>			
<b>Key responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Manage credit and collection activities such as following up with past due accounts, credit risk monitoring and regular customer credit evaluations.</li> <li>2. Develop receivable reports, special projects, and financial analyses for accuracy, timeliness, and proper preparation.</li> <li>3. Implementation of the Company’s credit policy.</li> <li>4. Conduct daily Customer account reconciliation and provide a report to the Finance manager.</li> <li>5. Prepare daily reports including but not limited to consolidated revenue and invoice reports for assigned locations in a timely manner.</li> <li>6. Present all credit applications to the FM for evaluation and approval.</li> <li>7. Create better relationship with appointed external debt collectors to ensure receivable days are per set thresholds.</li> <li>8. Ensure Cashflow stability for operational purpose through planning of cash collection Budget.</li> <li>9. Prepare and maintain Documents compilation for litigation support.</li> <li>10. Follow Up of collection by Regularly meeting with Debtors, making phone calls, send emails and letters and share feedback.</li> </ol>			

11. Ensure timely preparation of Customer Accounts analysis, KYC adherence, Proper capturing of KRA PINS to avoid VAA issues.
12. Any other responsibilities that may be assigned to the job holder by the supervisor from time to time

### Working relationships

#### **Internal Relationships:**

The Accounts Receivables is:

- Directly accountable to Finance Manager.
- Required to work with Commercial, Projects & Engineering & Supply Chain Team.

#### **External Relationships:**

- Clients & Debtors

### Knowledge, experience and qualifications required

- Bachelor's degree in Finance, Accounting, Business Administration, Economics, or any other business-related fields.
- Must be a qualified accountant with relevant professional qualifications such as Certified Public Accountant (CPA-K) or ACCA.
- Must be a Member of Institute of Chartered Public Accountant of Kenya with a valid practising license.
- Minimum 3 years' experience in Accounting – Credit Control.

### Competencies

#### **Behavioral competencies**

- Exceptionally self-motivated and directed.
- Exceptional service orientation.
- Integrity and firmness.
- Attention to detail.
- Outstanding communication (written and verbal) and interpersonal skills.
- Ability to influence, collaborate, deliver and partner at levels in the organization.
- Ability to work well with people and clients at all levels.

- Superior analytical, evaluative and problem-solving abilities.
- Flexibility and adaptability.
- Innovative and creative thinking skills.
- Open to change.
- Calm under chaos.



<b>Job holder/Supervisor details</b>	
Name of jobholder:	Date:
Name of Supervisor:	Date: