



## CAREER OPPORTUNITY: DEBTORS TEAM LEAD

This position reports to: Group Finance Manager

### Purpose of this position:

The Debtors Team Lead is accountable for the operational management and the sustainable performance of the Debtors Control staff in the Shared Services Centre (SSC), ensuring alignment to SHMG's values and fostering a culture of inclusivity and empowerment.

The incumbent will also be responsible for the implementation of the overall Group Credit Control policies and processes in line with the operational objectives of the business.

The Debtor Team Lead will also be required to fulfil collections of outstanding debt from debtors as part of the role.

### Key Performance Areas:

1. Business Continuity
2. Administrative Processes
3. Debtors Reporting
4. Budgeting and Forecasting
5. Receipting and Allocations
6. Administering debtors/debt collection
7. People Management & Leadership
8. Customer Satisfaction and Quality n of account information

### Competencies:

1. Data Analyses
2. Team Management
3. Customer service
4. Logical, analytical and organising skills
5. Meticulous
6. Team player
7. Self-driven/Ability to work under pressure
8. Ability to handle difficult, non-paying clients

### Requirements:

1. Matric or Equivalent NQF4 qualification is essential
2. Minimum of 3 years working experience in Debtors Team Lead position
3. Private Healthcare experience is preferred
4. Extensive knowledge of Microsoft Office
5. Knowledge of statistical analysis and report writing
6. Extensive knowledge of SAP system
7. Extensive knowledge of Credit systems and procedures
8. Good knowledge of NRPL Tariffs and related health industry tariff scale

**Interested, suitably qualified applications, including a comprehensive CV, a cover letter and copies of qualifications can be forwarded to the HR Practitioner at [sheldonette@eyeinstitute.co.za](mailto:sheldonette@eyeinstitute.co.za)**

### Closing date: 22 October 2018

*Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. SHMG is an equal opportunity Employer.*