

CITY OF KWEKWE



VACANCY **RE-ADVERTISEMENT**

CREDIT CONTROLLER- GRADE D3

Applications are invited from mature, suitably qualified and experienced individuals to fill the above position that has arisen in the Finance Department.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in Accounting , Finance, Business Studies, Marketing or Banking
- At least 3 years relevant working experience in Credit Control.
- Membership to a relevant professional body
- A relevant Master's Degree is an added advantage.
- Local Authority experience is an added advantage.

KEY FUNCTIONS AND DUTIES

- Performance of Credit Control & Debt Collection duties in accordance with laid down Credit Control & Debt Collection legislation, policies and procedures.
- Communication with respective internal and external players to ensure payment of Council dues.
- Resolving client billing and payment queries.
- Coordinate and control Management Information Systems of the section
- Ensure effective and efficient implementation of the Credit Control and Debt Collection policy of Council.
- Responsible for the Performance Management of debt collection ratios and targets
- Control write-off and debt collection processes in accordance with laid down procedures and policies.
- Coordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline.
- Identify indigent debtors and recommend to Director of Finance.
- Monitoring debtor balances to ensure a reduction in debtors' period.
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keeping abreast of developments, emerging trends and latest technologies in the profession.
- Analyze debtors and recommend appropriate collection initiatives.
- Prepare and submit weekly, monthly and annual demand reports.

Applications in own handwriting accompanied by a detailed Curriculum Vitae and certified copies of academic qualifications should reach the undersigned not later than **12 DECEMBER 2025**.

Dr L MKANDHLA
TOWN CLERK

CITY OF KWEKWE
P.O.BOX 115
CIVIC CENTRE

"AN EQUAL OPPORTUNITY EMPLOYER."