



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Credit Controller	Job Location Zanzibar City	Category Accounting & Bookkeeping
Job Type Full Time	Job level Intermediate	Industry FMCG, Retail & Wholesale
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Accounting & Bookkeeping: 2 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Responsible for managing the debts of a business. Oversee all debts owed to the company from existing creditors and manages new requests for credit. Manage the debts of creditors, ensuring timely payments are made, processing incoming funds, reconciling invoices, resolving account queries and managing debt recovery. Evaluate new credit requests, including checking credit history, deciding whether to allow credit to a debtor and advising on credit limits.

Responsibilities

The job holder is responsible and accountable for (but not limited to) the following:

- Taking a proactive role in managing and collecting debts of company debtors
- Evaluating new credit requests and reviewing customers' credit history
- Setting up of terms and conditions of credit
- Ensuring timely payment of debts
- Following up payments on a daily basis
- Negotiating re-payment plans with customers
- Responding to relevant client enquiries
- Processing and reconciliation of invoices
- Checking and posting of receipts to accounting systems
- Preparation of statements, client status reports and all relevant information as required
- Managing sales ledger
- Providing administrative support to the team

Education & Qualifications

- University degree in Accounting or relevant qualification
- Strong numerical ability and commercial acumen
- Strong Written and Verbal English
-
- Outstanding attention to detail with an ability to reconcile complex accounts
- Accurate, efficient and organised with the ability to prioritise tasks as needed
- Ability to maintain strong relationships with external clients and internal colleagues
- Professional, confident and diplomatic when liaising with others

Requirements

- Strong Knowledge and experience of Microsoft Office and accounting software

Characteristics

- Customer Focus
- Passion
- Teamwork
- Knowledge and Skills
- Integrity
- Ownership
- Planning and Organizing
- Influence
- Analytical Thinking

Communication

Reporting To

Company Accountant

Driving Licence

Not Required

To Apply for This Job [Click Here](#)