

JOB DESCRIPTION

| I. JOB DETAILS: | | | |
|---|----------------------------------|-------|------------|
| Position Title: | Debt Collector | | |
| Report to: | Credit Control and Legal Manager | | |
| Business unit/ Department | Finance Department | | |
| Grade: | Staff | Date: | April 2012 |
| II. JOB DIMENSIONS: (Key Factors) | | | |
| Number of Staff Supervised | Direct Reports | 0 | |
| | Total | 0 | |
| Key Financial Dimensions: SR. | Operating/ Capital Budget | - | |
| | Revenues | - | |
| | Purchases | - | |
| | Assets | - | |
| | Others (Identify) | - | |
| III. JOB PURPOSE: | | | |
| Receive customers' invoices which had been approved by salesmen and submitting it's directly to the customers. Continue the process until collection is finally received from customer or transferred to legal action. | | | |
| IV. COMMUNICATIONS & WORKING RELATIONSHIPS: | | | |
| Internal | | | |
| <ul style="list-style-type: none"> Credit Control and Legal Manager, Legal representatives, Factory Managers, Sales Engineers / Representatives, Area Sales Managers, Regional Financial Controller, Regional Sales Manager / Factory accountants. | | | |
| External | | | |
| <ul style="list-style-type: none"> Customers, Government agencies | | | |

| V. WORKING CONDITIONS: | | | |
|--|-----|--|-----|
| <ul style="list-style-type: none"> None. | | | |
| HAZARDS & ATMOSPHERIC CONDITIONS | | | |
| Hazards and Atmospheric Conditions Types | Y/N | Hazards and Atmospheric Conditions | Y/N |
| <ul style="list-style-type: none"> Exposure to Fumes | N | <ul style="list-style-type: none"> Mechanical Hazards | N |
| <ul style="list-style-type: none"> Exposure to Dust | N | <ul style="list-style-type: none"> Chemical Hazards | N |
| <ul style="list-style-type: none"> Exposure to Extreme Temperatures | N | <ul style="list-style-type: none"> Electrical Hazards | N |
| <ul style="list-style-type: none"> Wet and/or Humid | N | <ul style="list-style-type: none"> Radiant Energy Hazards | N |

| | | | |
|------------------------------|-------------|----------------------------|--------|
| ▪ Noise | N | ▪ Explosives Hazards | N |
| ▪ Vibration | N | ▪ Burn Hazards | N |
| ▪ Mists or gases | N | ▪ Other | N |
| Comments. | | | |
| EQUIPMENT & TOOLS | | | |
| List Equipment used for job: | List Tools: | Types Drives Vehicle: | Others |
| ▪ Calculator | ▪ Computer | ▪ Light Vehicle - Personal | |

| VI. ACCOUNTABILITIES: | |
|---|--|
| DESCRIPTION: | KEY RESULT AREA (KRA) |
| Invoice Submittal: <ul style="list-style-type: none"> Submit approved invoices with corresponding delivery tickets directly to the customer keeping receiving copy for reference and audit purpose. | <ul style="list-style-type: none"> Timely collection of accounts |
| Collections: <ul style="list-style-type: none"> Ensure timely receipt of customers' payments properly endorsed to concerned branch accountant for deposit and posting of payments. Proactively prepare and send follow-up statements to accounts department if customer fails to respond to our collection attempts and keeping records of collection and status of accounts. To ensure timely transfer of customers' accounts with long outstanding balances to legal action after getting approval from Credit Control Committee. Conduct due diligence to trace delinquent customers' new addresses by inquiring at post offices, telephone companies, credit bureaus, or through interviews with neighbours. | <ul style="list-style-type: none"> Healthy working capital Reduce DSO Over 365 days receivable minimization |
| Balance Confirmation: <ul style="list-style-type: none"> Responsible for taking confirmation balances of all customers regularly to ensure that balances agree with our accounts. | <ul style="list-style-type: none"> Assurance that receivable accounts are fully accounted for Compliance with the audit requirements met. Balance confirmation received |
| Record Keeping: <ul style="list-style-type: none"> Perform various administrative functions updates for assigned accounts, such as recording address changes, financial status of the customer, purging records of deceased customers and miscellaneous clerical duties. | <ul style="list-style-type: none"> Reliable updated records and information generated to support collection processes. |
| Regular coordination meeting: <ul style="list-style-type: none"> Attend regular weekly and monthly credit control & collection meetings in his region for a more coordinated collection updates, strategies, action plan and review of customers' balances. | <ul style="list-style-type: none"> Active participation and contribution to collection game plans. Effective method of getting information updates on collection. |

VI. ACCOUNTABILITIES: Continue.

| DESCRIPTION: | KEY RESULT AREA (KRA) |
|---|--|
| Policies & Procedures: <ul style="list-style-type: none">Follow all relevant operational and departmental procedures and instructions so that work is carried out in a controlled and consistent manner. | <ul style="list-style-type: none">Audit of compliance to operational and departmental procedures and instructions. |
| Safety: <ul style="list-style-type: none">Ensure compliance to all relevant safety policies, procedures and controls to guarantee employee safety. | <ul style="list-style-type: none">Employees' safety. |
| Others: <ul style="list-style-type: none">Perform some other duties and responsibilities that may be required by immediate superior. | <ul style="list-style-type: none">Others |

VII. SUPERVISORY RESPONSIBILITIES: (If Applicable)

- None.

VIII. QUALIFICATIONS & EXPERIENCES:**EDUCATION**

- Qualification Degree – Diploma in Accounting or its equivalent is preferred.
- Secondary School Certificate.
- Construction industry experience is preferred
- Excellent in Excel and other Microsoft products
- Team player

MINIMUM EXPERIENCE

- Functional Knowledge - A minimum of 2 years relevant and related experience.
- Proficient in computer programs (Microsoft Applications).
- Knowledge of RDBMS / AX or its equivalent Financial ERP is preferred.
- Working knowledge and experience with AR aging, adjustments, payment applications, and billing.

VIII. JOB-SPECIFIC SKILLS:

| JOB-SPECIFIC SKILLS | LEVEL | JOB-SPECIFIC SKILLS | LEVEL |
|---|-------|---------------------|-------|
| <ul style="list-style-type: none">None. | | | |

X. JOB-GENERIC SKILLS:

| JOB-GENERIC SKILLS | LEVEL | JOB-GENERIC SKILLS | LEVEL |
|---|-----------|--|-----------|
| <ul style="list-style-type: none">Health & Safety Systems | N/A | <ul style="list-style-type: none">Maintenance Principles | N/A |
| <ul style="list-style-type: none">English Language | Good | <ul style="list-style-type: none">PC | Good |
| <ul style="list-style-type: none">Knowledge of Policy & Procedure | Good | <ul style="list-style-type: none">Presentation | Good |
| <ul style="list-style-type: none">Quality Management Systems | N/A | <ul style="list-style-type: none">Project Management | N/A |
| <ul style="list-style-type: none">Time Management | Very Good | <ul style="list-style-type: none">Written Communication | Very Good |
| <ul style="list-style-type: none">Environmental Management Systems | N/A | <ul style="list-style-type: none">Engineering Principles | N/A |

| | | | |
|-------------------------|------|-------------------------------|------|
| ▪ Financial Awareness | Good | ▪ Engineering Project Costing | N/A |
| ▪ Microsoft Dynamics AX | Good | ▪ Financial Accounting | Good |

XI. CORE COMPETENCIES:

| COMPETENCY NAME | LEVEL | COMPETENCY NAME | LEVEL |
|---------------------------|------------|----------------------|------------|
| ▪ Communication | Developing | ▪ Cooperation | Developing |
| ▪ Planning and Organizing | Developing | ▪ Adaptability | Developing |
| ▪ Teamwork | Developing | ▪ Initiative | Developing |
| ▪ Customer Focus | Developing | ▪ Continues Learning | Developing |

XII. SPECIFIC COMPETENCIES JOB RELATED :

| COMPETENCY NAME | LEVEL | COMPETENCY NAME | LEVEL |
|-------------------------------|------------|-----------------|-------|
| ▪ Credit Evaluation/Coll Mgnt | Developing | | |

XIII. APPROVALS:

Line Manager (Dept. Manager / Function Head):

| | |
|-----------|-------|
| _____ | _____ |
| Signature | Date |

HR Director:

| | |
|-----------|-------|
| _____ | _____ |
| Signature | Date |