



**Job Title: Debtors Officer**  
**Department: MUA Life (Finance)**

**Job Purpose**

Assist in the administration of debtors through refunds, payments and follow up.

**Main Responsibilities**

- Allocate standing order payments on a timely basis.
- Monitor prepayment account.
- Check if information received are correct & prepare refunds.
- Request payments & make new arrangements with clients.
- Reconcile accounts & send statements when necessary.
- Follow up of debtors.
- Process reminders at month end.
- Handling of queries from clients.
- Backup for cashier.

**Job Requirements**

- HSC or an equivalent qualification.
- At least 3-years relevant working experience in a similar position.
- Fully conversant with Excel.
- Good knowledge of GIS and any other system.
- Excellent organisational skills.
- Strong attention to detail with ability to work in a team.
- Ability to work under pressure and tight deadlines.
- Positive attitude and result oriented.
- Fully conversant with MS Office Tools.

**Interested candidates are requested to send their CV on [recruitment@mua.mu](mailto:recruitment@mua.mu)**

The company reserves the right to call only the best qualified candidates for the selection exercises.  
Applications received after the closing date might not be considered.  
The company also reserves the right not to proceed with the vacancies