



Job Title: Debtors Officer

Department: Finance

Job Summary

Manage outstanding accounts and ensure timely collection of insurance premiums. Perform reconciliations on client accounts, address payment issues, maintain accurate records, and analyze payment trends. Contribute to effective cash flow management while fostering strong client relationships.

Main Responsibilities

- Oversee outstanding receivables and ensure accurate reporting.
- Ensure timely collection of premiums and perform proper allocation to client accounts.
- Reconcile client accounts and resolve discrepancies efficiently.
- Effectively communicate with clients and intermediaries to resolve payment issues and provide professional guidance.
- Maintain accurate, up-to-date records of all transactions and collection activities.
- Track and report on the ageing of receivables to ensure timely action on overdue accounts.
- Prepare regular reports on receivables status, including overdue accounts, collection progress, and any identified risks or issues, to be presented to management.
- Provide excellent customer service to strengthen client relationships and enhance satisfaction.
- Work closely with other departments, such as Finance, Sales, and Underwriting, to resolve billing or payment issues and ensure smooth client management.
- Analyze payment patterns to identify potential issues and suggest corrective actions.
- Conduct regular follow-ups with clients and intermediaries to resolve overdue accounts.
- Ensure that all receivables management activities are in compliance with company policies, legal requirements, and financial regulations.
- Participate in the development and improvement of accounts receivable processes, suggesting automation or efficiency enhancements where applicable.

Job Requirements

- HSC or an equivalent qualification.
- At least 2-year relevant working experience in a similar position.
- Excellent organizational skills.
- Strong attention to detail with ability to work in a team.
- Ability to work under pressure and meet tight deadlines.
- Positive attitude and result oriented.
- Fully conversant with MS Office Tools.

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.