



## VACANCY

REFERENCE NR	:	VAC02180/21
JOB TITLE	:	Debt Collector
JOB LEVEL	:	C4
SALARY	:	R 304 836 – R 508 060
REPORT TO	:	Manager: Debt Management
DIVISION	:	Finance
Department	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To ensure the timeous collection of debt.

### Key Responsibility Areas

Follow up on outstanding debt to ensure that it is collected timeously. Monitor compliance to policies and procedures for the environment. Escalate outstanding debt to improve the collectability of debt. Process debt write off and debt impairment to ensure that the debtors book is collectable. Provide an effective service in respect of debt and cash flow management

### Qualifications and Experience

**Minimum:** 3 year National Diploma in Finance or Accounting (NQF level 6 ).

**Experience :** 3-4 years relevant experience.

### Technical Competencies Description

Good knowledge of Generally Recognised Accounting Practice (GRAP) and other financial and accounting principles; Understanding of relevant legislation, including PFMA and Treasury regulations. Implementation of internal controls Business & System processes Ability to make an informed decision; Ability to draft OLA's, policies, and procedures; OLA management; and Knowledge of Customer Services.

**Skills:** Business Writing, Financial Accounting, General Administration.

**Interpersonal/behavioural competencies:** Active listening, Attention to Detail, Analytical thinking, Disciplined, Resilience, and Stress Management.

### Other Special Requirements

N/A

### How to apply

Kindly send your CV to: [Malebo.recruitment@sita.co.za](mailto:Malebo.recruitment@sita.co.za)

**Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered