



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC00836</b>
<b>JOB TITLE</b>	:	<b>Manager: Debt Management</b>
<b>JOB LEVEL</b>	:	<b>D3</b>
<b>SALARY</b>	:	<b>R 593 744 - R 989 574</b>
<b>REPORT TO</b>	:	<b>Senior Manager: Finance Operations</b>
<b>DIVISION</b>	:	<b>Finance</b>
<b>Department</b>	:	<b>Financial Accounting</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To provide organizational solutions to manage the company's debt collection efforts to maximize the collection of outstanding debt.

### Key Responsibility Areas

- Implement, review and monitor the debt management strategy and policy ensuring that SITA develops and implement best suited debt management interventions, programmes and processes;
- Implement, design and reviews important debt management processes in organization operating systems to ensure that processes are adequate, functional and conform to industry standards;
- Analyse the debtors book and direct the debt management staff in order to ensure clean debtors book;
- Manage and empower staff to enable them to deliver on their performance goals to ensure the department achieves its objectives;
- Compile departmental risk assessment and implement action plans or/and internal controls to manage risks to acceptable levels and address audit concerns timely to ensure a smooth audit;
- Develop operational level targets for the department and monitoring the achievement of the set targets and turn-around times;
- To compile and control all resources (assets, people and budget) to ensure departmental adherence to the organisational parameters;
- To develop, review and finalise required reports to stakeholders.

### Qualifications and Experience

**Minimum:** Finance related Degree and/or National Diploma (NQF 6).

**Experience :** 7 – 8 years relevant experience in Finance. 2 years supervisory and/or management experience would be an advantage.

## Technical Competencies Description

Good knowledge of Generally Recognised Accounting Practice (GRAP); Knowledge of operating and capital budget concepts; Understanding of relevant legislation, including PFMA and Treasury regulations and other legislation that may impact on the collection of debt; Knowledge of Financial Reporting and Analysis, Risk Management and Control, & Tax Accounting; Ability to review processes and draft appropriate policies and procedures; Ability to draft debt management strategies and monitoring achieving debt management strategy targets set; Human Resources management; Identification of and management of risk; Implementation and monitoring of internal controls; Oracle experience and knowledge will be a strong advantage; System processes; Ability to plan, monitor and analyse billing and receipts; Management of outstanding debt; Ability to analyse reporting information and recommend corrective action; Ability to make informed decisions; Experience in preparing financial schedules including the relevant annual financial statement disclosures. An outstanding excel working knowledge.

**Skills:** Business Writing, Customer Relationship Management, Financial Accounting, General Administration, Corporate Governance.

**Leadership Competencies:** Customer Experience, Collaboration, Communicating and Influencing, Honesty, Integrity and Fairness, Outcomes driven, Creative Problem Solving, Decision-making, Responding to Change and Pressure.

## Other Special Requirements

N/A

## How to apply

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

**Closing Date: 14 June 2021**

## 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