

JOB VACANCY

HDC(161)-HR/IU/2021/253
31st May 2021

Senior Collections Management Officer
Accounting & Finance**MINIMUM QUALIFICATION & REQUIREMENT**

1. Master's Degree or MNQF Level 9 Qualification in Accounting and Finance with 3 years' experience in relevant field. **(OR)**
2. Bachelor's Degree or MNQF Level 7 or 8 Qualification in Accounting and Finance with 4 years' experience in relevant field

OVERALL SCOPE

Responsible for managing day-to-day operations of Collection management function and ensure maximum optimization of resources.

SCOPE OF WORK

- Manage the cash and other collections received to HDC and ensure collections are safely and regularly deposited to the bank accounts as per company policies.
- Maintain up to date records of collections in Excel and in ERP system and ensure accuracy and completeness of related transactions in the system as well as in the related reports
- Implement all the necessary documentation required in the fulfillment of activities such as bank statement, daily collection reports, receipts, etc.
- Keep track of all the collections and
- Check and Follow up on unidentified transactions and inform customers timely.
- Ensure all the bank accounts are reconciled on daily basis.
- Coordinate with customers on a daily basis to resolve issues.
- Preparation of financial statements and reports on a monthly, quarterly and annual basis and providing necessary support/documents for other units to ensure delivery of reports for monthly and Yearly Financial Audit.
- Coordinate with other departments and units to ensure effective and efficient collection management.
- Assist in Preparation of budget and revenue forecast related to collections.
- Respond to letters, Memos, forms and other correspondence and customer queries on a timely manner.
- Prepare and review related SOPs of the collection unit and ensure the SOPs are up to date with the current operations of collection unit.
- Coordinate and manage other staffs and provide required training and guidance (related to Collection Management) for efficient manage of the resources.

JOB SKILLS AND SPECIFICATIONS

- Knowledge of IAS & IFRS.
- Computer literacy in accounting packages; Tally knowledge, Microsoft Dynamics NAV etc.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel; knowledge of the use of various types of office equipment such as multi-line phones, printers and scanners.
- Strong written and verbal communications skills.
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.

SALARY PACKAGE:

Gross Salary between 20,400.00 to 25,900.00 based on qualification and experience.
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Application Process:

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/p38p2y>). For any additional queries please contact to 3355305.

Application Deadline:**Date: 06th June 2021 (Sunday)****Time: 14:00hrs**