JOB DESCRIPTION

Credit Controller

Department	Finance (Accounting)
Reporting To	Assistant Manager - Treasury

Job Responsibilities

- Regularly monitor customer accounts and manage overdue balances.
- Professionally and efficiently address and resolve queries or disputes arising from customer accounts.
- Ensure timely collection of all overdue amounts according to agreed terms and conditions.
- Oversee the delivery of invoices to customers through agreed submission methods such as emails, online portals, and direct submissions.
- Perform regular reconciliations of customer accounts and resolve any discrepancies between company records and customer accounts.
- Maintain comprehensive records of all communications, including correspondence with customers, internal parties, and others.
- Provide management with updates on debt collection progress, challenges, and potential resolutions.
- Ensure all credit control procedures and processes comply with company policies and relevant regulations.
- Collaborate closely with the sales and finance teams to align credit control activities with overall business objectives.

Qualifications & Key Competencies

- Bachelor's degree in finance, Accounting, Business Administration, or a related field.
- Minimum of 5-6 years of experience in credit control or a similar role.
- Strong analytical and problem-solving skills.
- Excellent communication and negotiation abilities.
- Proficiency in accounting software and MS Office.
- High level of accuracy and attention to detail.
- With UAE driving license.