



## **INTERNAL AND EXTERNAL ADVERTISEMENT**

*Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng*

**THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:**

### **MANAGER: DEBT COLLECTION**

#### **Purpose of position**

To proactively monitor loan repayments and manage the collections of overdue payments in line with the credit policy, procedures and loan agreement on behalf of GEP.

#### **Key Responsibilities:**

- Reviews reconciled transactions, recommends journal entries to maintain accurate account balances.
- Develops and implement procedures or systems to evaluate in compliance with treasury regulations.
- To provide for measures to improve the financial sustainability of debtors, debtor's portfolio
- To maximize revenue by timeously collecting all money owed to GEP by ensuring that all payments are followed up and collected;
- Ensures pre-legal activities and evidence is properly compiled.
- Submits requests to Senior Management for accounts requiring reprieve/extension/settlement.
- Analyses delinquent accounts and prepares report on high risk accounts including recommendations for resolution.
- Conducts Client visits to encourage payments and establish good relations.
- Identifies and mitigates risks from the vetting stage of the deal as a member of the Credit Committee.
- Develops, implements and reviews credit policy and procedures.
- Manages relationships in accordance with policies and procedures.
- Manages employees in the functional area and their performance.
- 

#### **Minimum Requirements**

- A National Diploma / B degree in Credit Management or relevant equivalent.
- Minimum 8 years' experience in debt collection with 3 years at Supervisory level
- A valid Code EB driver's licence

### **Competencies (Knowledge, Skills and Attitudes)**

- Negotiation skills
- Verbal and Communication skills
- Integrity
- Problem solving
- Reconciliation

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks including security clearance will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: [recruitment@gep.co.za](mailto:recruitment@gep.co.za), with subject being the position applied for, by no later than 10 May 2019.** Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.