

Position Description

Vacancy Title: **Credit Controller**

Location: **Walu Bay - Suva**

Reports To: **Finance Manager (v 1.00)**

Objective

Credit Controller is responsible for the management of the Newman Pte Limited's debt including oversee of all debts owed to a company from existing creditors and manages new requests for credit. This position reports to the Finance Manager, Newman Pte Limited.

Outcomes

Organisational Stakeholders

1. Credit control and collection effectiveness managed

- Debtor accounts reviewed on a daily basis
 - Collections coordinated and payments collected in a timely basis from major customers
 - Debtors reconciliation performed accurately
 - Documents supplied by customers to be kept with invoices all the time (Eg: PO, delivery acknowledgement ...etc)
- Delinquent Debtor accounts managed within the payment terms
 - Outstanding debts follow-up ensured on a timely basis - Average days delinquent (ADD)
 - Payment plans negotiated with customers
 - Legal procedures on overdue account initiated if necessary
- Manual discounts and credit notes managed
- Credit applications evaluated and reviewed as per set procedures
 - Compliance to credit and collection policies and procedures ensured
 - Credit term review for existing customers
 - Credit Check for new and potential customers
 - System accuracy in line with approved credit application forms.
- Customer related documents managed
 - Completion of customer applications forms ensured
 - signed and kept in a secure place
 - Contracts, securities and other documents secured
 - Approved details reflected in the system accurately and in a timely manner

2. Disputes and planning managed

- Customer disputes managed on a timely basis
 - Assist in resolving customer disputes
 - Small claims cases attended to
 - Liaise with legal team pertaining to customers
 - Demand notices prepared and executed in liaison with Management
- Sales Order request facilitated on time
- Monthly planning prepared accurately
 - Cash flow
 - MPaisa Purchase
 - Payment plan for Vodafone

3. Banking and Fleet Coordination

- Banking prepared accurately and in a timely basis
 - payment runs to Banks/ CJP/ FRCS assisted
- MPaisa deposits reviewed
- Requests related to fleet coordinated with staff and service providers

4. Well Informed Management

- Timeliness, quality and accuracy of daily, weekly and monthly reports to management ensured
 - Weekly debtors update
 - Vodafone Payment plans
 - Cash flow planning
 - Debtors Provisioning
- Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed in a timely manner

5. Safe work environment promoted and ensured at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis

6. Newman Pte Limited's values upheld and demonstrated at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance	

Work Knowledge and Experience

- Minimum of two to three years' experience in the same role
- Competency with Microsoft Office products and accounting software programs
- Good business acumen for problem solving and ability to prioritize a demanding workload
- Strong communication skills, orally and verbally and confidence to deal with a range of stakeholders
- Ability to reconcile complex accounts and have excellent attention to detail

Requirements

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
External		
	Customers	
	External Auditors	
	Contractors	
	Suppliers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Team Oriented	Enjoys being with others as part of a group or team.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Perceptive	Shows keen insight and understanding of issues or situations.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

Contact for Enquiries

Contact Name: Tanisha Singh

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Further Contact Information:--

Closing Date: 21 Feb 2026