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NAIROBI CLUB

FOUNDED 1901

***Exciting Career Opportunity at Nairobi Club***

**INTERNAL JOB ADVERTISEMENT**

**CREDIT CONTROLLER (JOB REF: NC/CC/10/2019)**

**Brief Background of the organization**

Nairobi Club is a private members’ Club, owned by its Members. It was established in 1901 by Members who realized the need for a home environment in the heart of Nairobi. The Club is the second oldest and most popular establishment of its kind in Kenya.

We are situated at the fast growing Upper Hill region north of the Central Business District – (CBD). It is an easy 5 minute drive from the City Centre to the heart of Kenya’s premier Club.

**Department: FINANCE**

**PURPOSE OF THE JOB**: The Credit Controller is responsible for charging members for subscriptions in accordance with members categories, sending out monthly bills and following up to ensure there is efficient debt collection for the Club. He/she will be responsible for strategic monitoring of all debts owed to the Club and making sure they are settled promptly. The Credit Controller will also be instrumental in recommending debt collection policy for the Club.

**KEY DUTIES AND RESPONSIBILITIES**

* Maintenance of member accounts in different categories
* Charging subscriptions and other levies as approved by the Main Committee and the bye-laws to member accounts
* Sending out monthly bills to members by e-mail and where necessary by post
* Check receipts allocations are done on a daily basis
* Attending to members’ and guests’ queries on bills
* Following up outstanding debts for payment in line with approved guidelines
* Generating reminder letters to members, and taking appropriate action for outstanding debts, including suspending, posting and cancellation of membership, with approval from the relevant Committees.
* Preparing monthly reports on debt collection and member accounts status, with clear lists of those whose accounts require some action to be taken.
* Investigating and resolving queries relating to non payment of invoices.
* Working by strict monthly and annually collections targets.
* Ensuring that 75% collections are received before any function is authorised
* Monitoring reprocity with other clubs including advising them of defaulters and receiving similar report.

REQUIREMENT FOR THE ROLE

* Able to demonstrate experience of working in a credit control department in a busy establishment
* Familiar with accounts procedures, client ledgers, disbursements and member accounts
* Posses a good understanding of Excel, word and additional accounting packages
* Experience in dealing with clients of all levels in society
* Ability to manage and prioritize an extensive workload

PERSON SPECIFICATION

* A Bachelors degree in Business field or equivalent
* A Diploma in Credit Management will be an added advantage
* At least 3 years experience as a Credit Controller in a busy establishment
* Excellent PR, communication and interpersonal skills
* Good organizational and analytical skills
* Proficiency is use of Microsoft suite packages
* Ability to work under pressure and tolerance in handling diverse personalities
* High standard of numeracy, accuracy with attention to detail
* A team player with a flexible attitude and willingness to learn
* A self starter who is proactive and can set and achieve goals
* A target oriented person and a strategic thinker

If your qualifications and experience meet the above criteria, please send an application (quoting the Job reference number) and detailed CV indicating day contact telephone number, current remuneration and three referees by **18th October 2019** to: The Human Resources Manager, Nairobi Club, P.O. Box 30171-00100, Nairobi or e-mail to hr@nairobiclub.com