

Job Description

National Credit Manager

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Country	Australia	Department	Finance
Business unit	Etex Australia Pty Ltd	Location	Matrville
Reports to	Chief Financial Officer	Contract	Full Time
HR Contact	HR Director	Contract period	Permanent

Organisation Values

Etex Values	Passion for Excellence - Through passion, innovation and adherence to the highest standards, we deliver the very best to our partners and customers. We raise the bar in everything we do and never settle for anything less than top-notch.
	Pioneer to Lead - Outperformance is something we actively seek. To deliver the most value in a changing sector, leadership means putting the customer at the centre of our continuous improvement and innovation efforts.
	Connect & Care - People working together are the essential driver of a sustainable future. We nurture teamwork, communities, partnerships and new ways of working. Even more, we provide people with all the tools and skills they need to collaborate effectively.

Job Purpose / Job Summary

- Timely collections and accurate recording of credit transactions
- Continuous improvement of credit collection targets

Key Responsibilities and Main Activities

- Follow up with debtors for payments under supply agreements and or prevailing credit conditions
- Adhere to corporate policy on the provision of credit and advise customers and/or sales staff as appropriate.
- Carry out debtor credit checks and reviews and make recommendations for credit limits and terms as a result
- Maintain records of outstanding debtors including reconciliation of debtor accounts.
- Visit local and interstate customers as appropriate or as directed, to investigate credit collection matters and foster good credit relationships between customers and company.
- Ensure activities comply with ethical and legal standards.
- Attend to the reconciliation of daily receipts and allocation to the daily bank statement and debtor account.
- Present excellent front line communications with both internal and external customers.
- Calculate debtor interest and other penalties as required
- Active implementation of Etex's occupational health and safety policy
- Commitment to The Etex Way Global Code of Conduct
- Other duties and activities as assigned from time to time
- To work with the Executive Vice President - Finance in achieving the approved operating budget
- To maintain a clean and reconciled debtors ledger
- To ensure timely and accurate processing of all credit related activities

- To comply and enforce all relevant Credit policies and outcomes of internal/ external audit process
- To meet or better collection targets and key performance indicators
- To work within limit of authority for miscellaneous write offs of no more \$5 per transaction
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- Compliance:
 - compliance with Etex policy, procedures and limits of authority
 - active implementation of Etex’s workplace health and safety policy and procedures
 - commitment to and demonstration of The Etex Way Global Code of Conduct and Etex Values
 - other duties as assigned from time to time

Minimum Requirements

Education background and major work experience	<ul style="list-style-type: none"> • Higher school certificate • Completed or studying AICM Qualification (preferable)
Language	<ul style="list-style-type: none"> • English – professional proficiency
Knowledge	<ul style="list-style-type: none"> • Integrated business system preferably SAP • Microsoft Office (Intermediate word and excel skills)
Behaviour	<ul style="list-style-type: none"> • Leadership profile – Driving for Results and Customer Focus • Takes personal accountability for the results • Sets and works towards “stretch” goals • Uses, develops and shares best practices