

Only applications via the form in the link at the bottom are accepted!

F&S Scientific is a leading provider of laboratory and field-testing solutions in East Africa. **We are looking for an enthusiastic Credit Controller to join our team.** It's your chance to be part of a dynamic team and make an immediate impact! As a Credit Controller, you will play a crucial part in providing operations and finance teams guidance and support.

Location: Nairobi, Kenya

Benefits of working at F&S Scientific:

1. A stable and growing company that is passionate about delivering first-class scientific products and services to our customers.
2. The opportunity to develop your career with leading innovative brands in the world of science.
3. We care, and we want to make a difference. Every team member impacts our customers one way or another and in doing so contributes to the success of our company.
4. A vibrant environment that fosters employee satisfaction and friendship, loyalty and longevity.
5. Competitive salary scheme and additional employee benefits.

The individual we are looking for:

1. Highly motivated, willing to learn, open-minded and ready to roll up your sleeves.
2. A self-starter, who proactively takes the initiative to get one step closer to the overall goals.
3. An excellent team player, who loves a challenge and brings their smile to work every day.

Responsibilities and Duties:

1. Credit:
 - Evaluating new credit requests and conducting client credit checks.
 - Setting up the terms of credit for new clients.
 - Update all Credit Application forms for new Credit Limit Terms.
 - Perform credit analysis of each debtor accounts. Keep intermediate limits to ensure control once accounts are opened.
 - Send statements to debtors who are overdue and follow up on phone and email.
 - Seek and manage remittance information.
 - Aware of debt balance for each account and manage over 90-day debtors case by case.
 - Submit the debtors' projection list to the HOD weekly.
 - Review and confirm the debtors' aged analysis report with Sales Representatives.
 - Follow up with banks on payment that has not been processed.
 - Monitor unpaid cheques daily and liaise with the Sales Representative and Customers for payment to be done.
 - Frequent reconciliation of creditors accounts with customers against our debtor ledger to ensure agrees.
 - Develop a reporting tool, and management plan for owning debtor accounts.
 - Relationship building with clients, build directory of contacts to be uploaded in respective systems.
2. Projects:
 - Develop, standardize and implement a payment collection process across the organization.
 - Integrate debtor account approvals as part of the order processing workflow.
3. Customer Service/Deliveries:
 - Up-to date records of delivery note copies, flag issues or follow up with customers for PODs.
 - Confirm invoices posted at customers system.
 - Liaise with Department Heads in-case of incomplete work or pending matters with clients.

Work Experience & Education:

- 5 years' experience in a similar role.
- Bachelor's Degree in Accounting, Finance, Bachelor of Commerce or related field (preferred).
- Qualifications: ACCA or CPA (preferred).

Key Skills

- Good understanding of the legal complexities of loans, payment plans, and interest rates.
- Financial Accounting Skills (preferred). Understanding of WHT, VAT, Tax codes.
- Ability to reconcile complex debtors' accounts.
- Competency with SAP/Sage and other accounting tools.
- Excellent planning, organization and problem-solving skills.
- Up to date debtors' information in SAP/ERP/SAGE.
- Accurate credit analysis on debtor accounts.
- Ability to deal with problematic clients.
- Debt Collection.

If you meet the requirements and are interested... [CLICK HERE](#)