

CAREER OPPORTUNITY

Monitor Publications Limited, a Nation Media Group Company is Uganda's most influential media house, operating The Daily Monitor, Saturday Monitor and Sunday Monitor newspapers, 93.3KFM, 90.4 Dembe FM, Nation Couriers and the Monitor Business Directory.

We wish to recruit qualified and experienced professionals to fill the following vacancy

Job Title: DEBT EXECUTIVE
Reports to: DEBT MANAGER NMG Uganda
Department: FINANCE

JOB PURPOSE:

To ensure timely Debt collection through prompt invoices delivery, Follow ups, reconciliations and resolving customer queries.

MAIN RESPONSIBILITIES:

- Ensure timely delivery of Invoices, Statements and Demand notes to all the clients
- Ensure debt collection from day one.
- Ensure timely reconciliation with the clients for quick payments.
- Ensuring that all credit notes due to the clients have been dully passed and account adjusted.
- Regular client visits and collection of payments.
- Ensure that all attachments as required by the client are in order to ease the collection process.
- Report any clients' complaints to Credit Controller and ensure action is taken immediately



Nation Media Group

Media of Africa for Africa

QUALIFICATIONS AND EXPERIENCE:

- **Academic:** Basic University Degree from an accredited institution.
- **Experience:** 1 – 3 years' working experience in Finance and Accounting, Debt Collection or Sales in an FMCG company.

CORE COMPETENCIES:

- Strong communication and interpersonal skills
- High drive for results
- Very high personal standards
- Ability to build strong relationships
- Appreciation for numbers
- Ability to work well under pressure and with tight time constraints
- Ability to negotiate and reach an agreed stand with clients

If you believe that you are our ideal candidate, please submit your application, detailed CV and academic documents with a daytime telephone number by **10th May 2019** to The Head Of Human Resource Monitor Publications Limited on: resourcing@ug.nationmedia.com

Please note that short listed candidates will be contacted.