

Klaption Reinsurance Limited

Credit Controller

Job Specification

Job Title:	Credit Controller
Contract Type:	Permanent
Location:	Lusaka, Zambia
Industry:	Reinsurance
Grade:	KLAP6
Reporting to:	Financial controller

Why work at Klaption Re?

We are one of the fastest growing reinsurers in Africa with a diverse team of professionals who care about every team member. At Klaption Re, we believe in providing a platform for all talented, vibrant, and skilled industry individuals to thrive. We strive to be a highperformance organisation (HPO). The company is run by a dedicated and experienced executive management team. Visit our website at www.klaptionre.com and learn more about Klaption.

Please review the job description below to find out if you have the skills necessary for this role and would want to join Klaption Re:

Overview

The Credit Controller is a full-time employee who will be based at Klaption Re's Head office in Lusaka, Zambia. The jobholder will be required to work collaboratively across the organisation and report directly to the Financial Controller. He/she will be part of a small but high-performing, friendly and supportive team where teamwork and attention to detail delivers winning results and future advancement opportunities.

Job Summary

- Implement credit control policy and procedures.
- Collecting and following up premiums as they become due from Business Partners.
- Allocate premiums received in the core underwriting system on a timely basis.
- Prepare weekly, monthly, and quarterly debtors reports, including analysing the financial performance of Business Partners.
- Send out customer statements to Business Partners monthly.
- Reconcile customer statements monthly and resolve disputed items with Business Partners.
- Liaise with the underwriting department on matters relating to credit control and interface with the core underwriting system.
- Build and maintain strong relationships with Business Partners.

Experiences, Skill Sets & Personal Competencies

- Previous work experience in credit control, finance or insurance underwriting.
- Strong analytical skills.
- Proficient in data entry and processing skills.
- Ability to reconcile debtor's accounts.
- Strong written and verbal communication skills.
- Must be self-starter, highly organized, and able to work well with people at all levels in the organization.
- Strategic thinking, analytical and creative thinking, and problem-solving skills.
- Good customer relationship management skills (internal and external customers).
- Trustworthiness and discretion when handling confidential information.
- A smart appearance and professional manner.

Qualifications

A Bachelor's degree in finance, accounting, mathematics, or related qualifications from a reputable university.

What's in it for you:

- A highly inclusive work environment that values and rewards talent, excellence and integrity of each employee.
- Management hierarchy and team-based environment that promotes collaboration and free-flowing communication.
- Market competitive remuneration package commensurate with experience and qualifications, with a comprehensive suite of employee benefits.