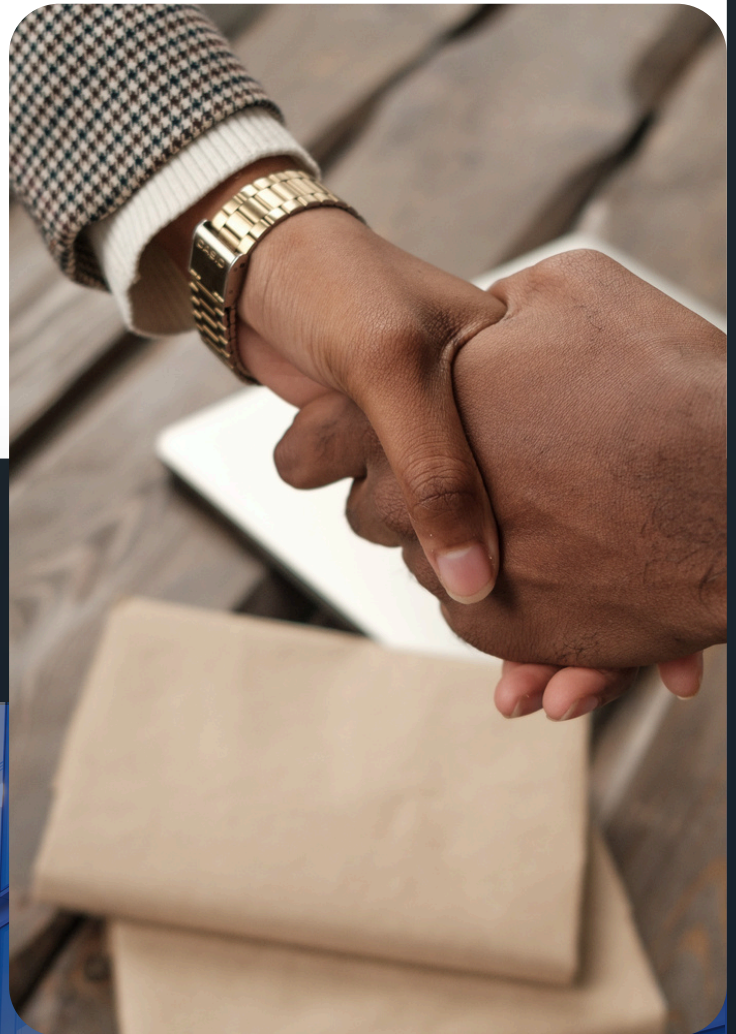




WE'RE HIRING!



Competitive pay, great benefits,
vibrant workplace.



POSITION

Credit Controller

Location: Lusaka, Zambia

Reporting To: Credit Control Manager
(COO)

COMPANY OVERVIEW

Klapton Reinsurance Limited is a leading reinsurance company committed to delivering innovative risk solutions and exceptional service to our clients. As part of our strategic growth into non-traditional reinsurance facilities, including collateralized reinsurance portfolios and MGAs, we are seeking a diligent and experienced Credit Controller to join our team.

POSITION OVERVIEW

The purpose of this role is to ensure timely collection and allocation of premiums in line with the Klapton Re's Credit Policy, regulatory and other guidelines, and to advise the business where necessary on changes that may be required to credit control procedures.



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Key Responsibilities

1. Premiums

- Ensure adherence to credit control policy and procedures.
- Collecting and following up premiums as they fall due from Business Partners.
- Obtaining premium remittance schedules from Business Partners on a timely basis.
- Send out receipts to Business Partners on a weekly basis.
- Allocation of premiums received in the Company's core underwriting system on a timely basis.
- Send out customer statements to Business Partners monthly.
- Reconcile customer statements monthly and resolve disputed items with Business Partners.
- Review and advise on debtors' position prior to settlement of claims.

2. Reporting

- Prepare weekly, monthly, and quarterly debtors reports analysing the credit performance Business Partners.
- Monthly reconciliation of premiums received between business receipts schedule and remittance allocation report as per core underwriting system
- Prepare unallocated receipts report for assigned Business Partners monthly
- Quarterly confirmation of balances from Business Partners.

3. Collaboration

- Collaborating with the underwriting team on various credit control queries.
- Building and maintaining strong relationships with Business Partners
- Arrange meetings with Finance teams in the hubs, for the purpose of following up on outstanding balances, and reconciling any differences that may be noted.

4. Risk Assessment

- Collaborate with the risk management team to ensure compliance with regulatory requirements and other applicable guidelines.
- Conduct reviews of the debtors to identify vulnerabilities during adverse market conditions.
- Propose risk mitigation strategies aligned with the company's credit risk appetite.



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5. General

- The Supervisor may assign any other duties to the job holder as and when required to support the finance department not limited to Credit Control

Qualifications & Experience

- Bachelor's degree in finance, accounting, mathematics, or a related field.
- Minimum of three (3) years' experience in credit control management

Key Skills and Attributes

- Analytical skills
- Microsoft Office skills
- Reporting skills
- Managing processes
- Ability to prioritize work
- Organized and methodical approach to a task

Complexity/Problem Solving: Ensures that credit risks are anticipated and forestalled.

Decision Making: Works under the supervision of the Credit Control Manager and implements relevant policies. Makes decisions about assignments delegated by superior.

Mathematical/Numerical Computation Skills: The job involves dealing with credit control. This requires a good understanding of Microsoft Excel. The Credit Controller shall ensure that all debtors balances are correctly reflected, and accurate account statements are sent to business partners.

Accountability for Financial Resources: The job holder is responsible in ensuring that all outstanding premiums are collected in accordance with the set collections targets, and credit control policies.

Accountability for Human Resources: TBA

Communication Skills: Communicates with business partners, all staff, and other key stakeholders.



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Human Relations Skills: Considerable degree of diplomacy and tact required in dealing with high-ranking members of staff, customers and key stakeholders.

Physical Skills: Ability to use a computer, general office machines and drive a motor vehicle is vital.

Environment: Office conditions with good lighting, comfortable furniture and air conditioning.

Why Join Us?

- Play a key role in shaping the actuarial function within a pan-African reinsurer.
- Gain exposure to diverse markets and non-traditional reinsurance structures.
- Work in a fast-paced, collaborative environment with regional and international stakeholders.
- Competitive salary and benefits