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Oxford University Press East Africa

Oxford University Press advances knowledge and learning of all kinds, from a child reading their first words to a researcher expanding the frontiers of their field. Our work is constantly evolving, and the possibilities are endless. We strive to help more and more people around the world achieve their potential.

Oxford University Press is a department of the University of Oxford. It is our mission to further the University's objective of excellence in research, scholarship, and education by publishing worldwide.

Credit Control Assistant (Fixed Term contract position)

Oxford University Press East Africa Limited is looking for a Credit Control Assistant that can reduce debtor days by minimizing the risk of irrecoverable sales and by building effective and constructive relationships with debtors.

The Credit Control Assistant will be reporting to the Senior Credit Control Executive. This post is based in Nairobi, Kenya

Principal Accountabilities:

1. Ensure timely payments collection while maintain a high level of customer retention.
2. Reconciling and managing complex accounts
3. New Accounts on boarding using external / 3rd party vetting systems.
4. Monitoring debtor balances to ensure a reduction in debtors DSO
5. Ensuring credit and collection policies and procedures are followed within your team.
6. Liaising effectively and confidently with a range of stakeholders internally and externally.

Qualifications and Experience

- Relevant working experience in credit control
- Certificate in Credit Management, Diploma or Degree in Finance or Accounting
- Knowledge of the current credit legislation is vital
- Excellent MS Office Excel Skills
- Knowledge of the publishing industry advantageous
- Excellent verbal and written communication skills
- SAP knowledge and experience
- Experience in working with large ERP systems

Attributes:

- Action and delivery oriented
- Ability to relentlessly focus on optimizing cash flow
- Good business acumen for problem solving
- Excellent time management skills and ability to prioritise a demanding workload
- Positive attitude
- Deadline-driven
- Meticulous and strong attention to detail
- Openness to change
- Displays ethical behaviour
- Supports teamwork and empowers others to achieve their objectives

Oxford Offers the following:

Remuneration will be commensurate with experience
Pension and medical aid benefits
Statutory leave
Training opportunities
Engaging work in a rewarding and ethical environment.

If you would like to be part of our great Company and your career aspirations match this exciting opportunity, we would like you to join us! For further details and to apply for the position, please visit our website: <https://oxford.mcidirecthire.com/external/currentopportunities>.

Closing date: 29 September 2023

