



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

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Hanover Building, Cnr Hendrick Potgieter & 7th Ave, Edenvale

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**INTERNAL/EXTERNAL ADVERTISEMENT
CREDIT CONTROL MANAGER X1
PERMANENT
SALARY: Negotiable**

Responsible for consistent implementation and review of the collection strategy and credit control policies and procedures of EHC

Minimum Requirement	Responsibilities
<ul style="list-style-type: none"> • Degree or National Diploma in Credit Management/Credit Control and/or a recognized degree in the Financial environment (BCom) • Registrations with relevant Credit Management Bodies • Thorough knowledge of Social housing regulations • Credit Control Regulations • Thorough knowledge of NCA Act • 3 to 5 Years' Credit Control Management experience 	<ul style="list-style-type: none"> • Take responsibility for management and training of staff • Ensure effective performance management and improve debt collection processes • Revenue Management • Periodic review and monitoring of existing debtors accounts • Apply debt collection strategy to reduce the debtors book balances. • Review debit orders and ensure that they are implemented timeously • Follow up on payment arrangements and apply credit control processes • Monthly monitor and review the interest charged on late payments to ensure compliance • Manage defaulters process in line with the policy including notices, handing over to attorneys, blacklisting etc • Attends and prepares for court proceedings as a witness for EHC with regards to process followed when dealing with defaulters. • Compile the list of tenants that are eligible for eviction, determine which evictions to

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T. Vukea; Z. Nkamana; T. Limako; L. Netshitenzhe; T. Thopola; * T. Mogosoana (Company Secretary)

Reg. No. 2000/007936/07

- prioritise and advise the Sheriff for final eviction
- Prepare recommendations for annual rental increase and ensure that the increase is implemented
- Preparing monthly reports as to state of the defaulters list, arrears, collection rate, evictions and debtors' book.
- Convenes regular credit control meetings and keep records
- Prepares and issues regular debt status reports (weekly, monthly) to CFO
- Performs other tasks not detailed above as needed and requested

Interested persons who meet the above requirements must send their applications to the Ekurhuleni Housing Company, Cnr. Hendrik Potgieter and 7th Avenue, Edenvale, or to recruitment@ehco.org.za, for attention: HR: Ms Laiqah Bouwers-Charles. The interviews will be conducted during February 2021. Consider your application as unsuccessful should you not hear from the company within 21 days of the closing date of 12 February 2021





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