

Position:
Business Unit:
Location:
Reporting to:

Administrator: Receivables
Finance
Cape Town
Supervisor: Receivables



Overview: Job purpose and deliverables

NMI is looking for a detail-oriented Administrator: Receivables to manage customer accounts, collection of payments, and ensure accurate record-keeping. If you're organised, analytical, and thrive in a deadline-driven environment, we want to hear from you.

Purpose of the role: The core purpose of this role is to assist in the effective and timely collection of debtors to optimise cash flow, reduce the risk of bad debts, and maintain debtor days within acceptable levels. The Administrator: Receivables is responsible for monitoring customer accounts, following up on outstanding payments, and resolving queries promptly and professionally. By ensuring accuracy, compliance, and strong customer relationships, they contribute to the organisation's financial stability and operational efficiency.

Key deliverables and outputs:

- Collect debt and initiate follow-up procedures for unpaid accounts.
- Allocate payment advices.
- Identify bank transfers and deposits.
- Reconcile debtor's accounts.
- Accurately check credit notes for settlement discounts.
- Process Credit applications, reference checks, and ITC checks.
- Prepare and distribute debtor's statements.
- Monitor and report doubtful debt immediately.
- Maintain accurate customer information.
- Ensure all filing is accurately done daily.
- Attend monthly department meetings and prepare query lists.

Internal customers

- Finance Team

External stakeholders

- Suppliers; Customers

Overview: Essential individual competencies to be successful in the job

Academic qualifications

- Matric (Grade 12)
- Credit management or Accounting qualification.

Work experience

- 3 - 5 years in a credit controller position.

Knowledge and Skills

- Sound knowledge of debtors' collections
- Filing systems
- Effective Time Management
- Administration and filing skills
- Communication skills
- Interpersonal relationship skills
- Computer, technology, and systems
- Detail-oriented

Behavioural Attributes

- A strong drive to create value for the customer
- A concern for financial goals, results to ensure business viability
- A strong desire to get things done and maintain a high standard of performance in key areas
- A concern for meeting expectations in an honest and reliable way

Level of Decision-Making	Level of Problem Solving
Decision-making takes operational trends and business plans into account and generates multiple possibilities that involve trade-offs and juggling of multiple variables (budget, people, technology).	Problem solving requires specialist and/or highly technical ideas/concepts.

APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 19 November 2025

Email: Recruitment@nmi.co.za

Please Use Reference: Administrator: Receivables – Cape Town

Any internal employee who considers this opportunity must inform his/her manager prior to applying/attending an interview.

Should you not receive a response in 10 days, please consider your application as unsuccessful as Selection will be done in terms of the company's Employment Equity Policy