



Job specification

Senior Debtors Administrator

Shared Services: Finance Department

Employment status: Permanent

Reporting to: Finance Manager

Location: JHB

About Healthbridge

As Healthbridge we exist to liberate life through transforming healthcare. We creatively look for ways to make healthcare more affordable, accessible and effective for everyone. Our innovative HealthTech solutions ensure that patients, healthcare providers and other role players in the healthcare ecosystem benefit by collaborating together.

We seek high performers with a positive, growth mindset who will thrive in a culture based on strong values, accountability, openness, collaboration and no politics.

About the team

The team's purpose is to be a great business partner to the organisation, providing clear efficient processes, controls, and great guidance by providing clear metrics and good service internally and externally.

About growth

Growth opportunities at Healthbridge are wide and varied, with excellent growth opportunities within the role itself to become a specialist. We are a dynamic and growing company that rewards great performance with not only the standard progression (take-my-boss'-job) path, but also offers exciting opportunities to those wishing to expand their horizons.

About the job

As a Senior Debtors Administrator, you will be responsible for the financial operational delivery by managing assigned debtor's accounts and account functions. To maintain and reconcile our Healthbridge customer accounts accurately and timeously.



Role purpose

To contribute to ensuring the company's cash flow is maximised through efficient and effective debt collection.

Description

- Capturing of new contracts received
- Actioning cancellation requests received
- Updating client details on all finance system platforms (Ie: Bank Details, VAT and registration numbers, client practice details)
- Monthly billing of assigned clients within the communicated deadline frame
- Recording of invoices and credit notes
- Sending invoices, credit notes and statements when required
- Perform effective debt collection by following the debt collection processes as relevant to the dedicated business being served
- Follow up to ensure payment terms of debtors are upheld
- Trace and contact debtors to collect outstanding/overdue and unpaid amounts
- Trace and contact debtors on returned and rejected debit orders
- Compiling and completing all working papers within framework of policy
- Maintain appropriate records and notes of all client discussions regarding payment
- Dealing with all queries (email, telephonic, or internal)
- Suspending and unsuspending clients within framework of policy
- Perform debtors reconciliation upon the client or internal request
- Filing of relevant documentation as required
- Follow debt collection processes with contracted 3rd parties, accurately and completely.
- Maintaining the debtor's age analysis to the metrics set
- Maintaining of email correspondences received both internally and externally on shared mailbox
- Any ad-hoc tasks

Job requirements



Knowledge and skills

- Knowledge of Microsoft Excel
- Debtors reconciliations
- Good numeric and administrative skills
- Self-starter, go-getter, and suitable initiative
- Excellent interpersonal skills
- Able to plan and manage time and priorities
- Team player, driven personality, and good work ethic
- Works effectively with co-workers and clients
- Addresses problems and issues constructively
- Work under pressure and assigned deadlines
- Attention to detail

Qualifications and experience

- Matric
- 5+ years in a similar position is essential
- Any finance qualification (added advantage)
- Experience in the Medical industry (added advantage)