

Join Keells

to Explore. Challenge. Inspire.

Come join our team as a Senior Executive – Finance

What you need to do

- Continuously follow up with debtors for timely settlements and arrange recovery through payables (if necessary) by maintaining a proper communication process.
- Initiate and execute effective debt collection strategies for business-to-business accounts.
- Engage in professional and tactful communication with clients to negotiate payment plans and resolve outstanding balances.
- Establish and maintain positive relationships with clients to facilitate debt resolution.
- Collaborate with the sales and account management teams to address client concerns and prevent future debt issues.
- Utilize strong negotiation skills to reach mutually agreeable payment terms and settlements.
- Assess and recommend appropriate courses of action for resolving complex debt situations.
- Maintain accurate and thorough documentation of all communication and actions related to debt collection activities.
- Prepare and submit regular reports (weekly) on debt recovery progress.
- Reconcile payments received with outstanding balances and update records accordingly.
- Ensure the accurate application of payments to specific invoices.
- Work closely with clients to address and resolve payment discrepancies and disputes.
- Provide outstanding customer service throughout the debt collection process.

What we are looking for

- Should possess a Bachelor's Degree in Finance, Business or a related field is preferred.
- Minimum 2 years' work experience in a similar field
- Proven experience in B2B debt collection or a related field.
- Strong negotiation and communication skills.
- Knowledge of relevant debt collection laws and regulations.
- Detail-oriented with excellent organizational skills.
- Ability to work independently and collaboratively within a team.
- Proficient in using financial management systems and software.

If interested, please send your CV to careers.jms@keells.com within 10 days of the advertisement. Please mention the position you're applying for in the subject header.

“ By applying, you consent to the processing of your personal information for recruitment purposes and acknowledge that reference checks may be conducted ”