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Johannesburg Social Housing Company

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EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **We invite suitably qualified and experienced persons to apply for the following vacant position.**

Position : **Credit Controller X 2**
Employment Status : **Permanent**
Department : **Revenue**

Purpose of the Job: To ensure maximum collection of revenue and continually serve as a liaison between the company and the tenants.

Responsibilities (but not limited to the following):

- To ensure maximum collection of revenue and continually serve as a liaison between the company and the tenants
- Credit control procedures implemented
- Adherence to Revenue Collection Policy Manual
- Track arrear accounts and analyze arrears list and take appropriate action
- Maintain appropriate records of payment arrangements made and update the MDA System
- Appropriate arrears letters generated and distributed
- Attend to walk in tenants' queries
- Advice Billing Officer timeously to post daily receipts (payments) to accounting system
- Send out monthly statements/schedules to MOE's and CORE
- Tenant reconciliation of accounts, provide feedback and escalate to other departments
- Identify and verify occupancy of tenants and escalate to Housing Supervisor if illegal occupants are identified
- Assist the Housing Supervisor to conduct occupancy audits

Minimum job Requirements, interested applicants must be in possession of:

- Grade 12
- A Qualification in Accounting and/ or Credit Management or similar financial field
- 2 years' experience in a Credit Control environment

- Computer Skills are highly desirable and knowledge of MDA or Property/Tenant management or financial software portals will be an advantage
- Ability to work with a high degree of precision to achieve the required performance targets
- Knowledge of the Municipal Systems Act, laws applicable to credit control and debt collection and legislation applicable to landlords and tenants will be advantage

Skills and competencies- The ideal applicant must possess the following skills and competencies:

- **Generic skills:** Communication, Facilitation, Conflict Management, Planning and Organizational, Relationship Management, Teamwork and Project Management.
- **Technical Knowledge and Skills:** Data Collection and Management, Performance Monitoring and Evaluation Techniques and Processes.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability, Flexibility.

Application Procedure:

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link:



<https://share-eu1.hsforms.com/10GgKxrziTFuc7QFv754-mwew554>

JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

Closing date: 10 November 2022