

Credit Control Analyst

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Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

Job Summary

Contract Type:

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Qualifications, Skills & Competencies

Bachelor's Degree in Finance / Accounting

Professional qualification in accounting preferably ACCA/ICAN would be an added advantage.

5 - 7 years relevant experience

Proficiency in MS office

Problem Solving Skills

Relationship Management.

Demands of the Job:

Ability to work under minimal or no supervision.

Attention to details.

Ability to meet tight deadlines.

Responsibilities

The Credit Control Analyst will be responsible for accurate accounting for all WHT deductions made by customers and follow up on outstanding WHT Receipts from customers & FIRS.

Other responsibilities shall include the following:

Specific responsibilities will include:

Reconciliation of WHT Receivable Ledger per customer

Extract WHT receipts from the FIRS portal and update WHT schedule per customer

Liaise with consultant to resolve issues on remittances yet to reflect on the FIRS portal

Follow-up with Customers on WHT deductions yet to be remitted

Daily updating of WHT Receivables report from the cash inflow report

Generate age analysis report for WHT Receivable

Monthly reporting on status of WHT Receivables and WHT receipts collected

Develop strategies for the reduction of the WHT Receivable balance in the General Ledger

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