

Role Profile: Group Finance AR

Role Entity: Group Finance AR

Location: *India*

Reporting to: *Senior Manager*

Responsibilities:

1. Collection Activities:

- Initiate and manage collection efforts for outstanding customer invoices.
- Contact customers through various channels to secure payments and resolve outstanding balances.

2. Customer Communication:

- Establish and maintain effective communication with customers to address payment issues and negotiate payment plans when necessary.
- Respond promptly to customer inquiries regarding billing and payment matters.

3. Account Reconciliation:

- Reconcile customer accounts to ensure accurate and up-to-date records of payments and outstanding balances.
- Identify and resolve discrepancies in a timely manner.

4. Credit Management:

- Evaluate customer credit profiles and make recommendations for credit limits and terms.
- Work with the credit department to assess creditworthiness of new and existing customers.

5. Documentation and Reporting:

- Maintain detailed records of collection activities and customer interactions.
- Generate regular reports on accounts receivable aging and collection performance.

6. Collaboration:

- Collaborate with internal teams, including sales and customer service, to address customer issues and facilitate prompt payment.

7. Process Improvement:

- Identify opportunities for process improvements in the accounts receivable and collections function.
- Implement best practices to enhance collection efficiency.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- Proven experience in accounts receivable and collections.
- Strong negotiation and communication skills.
- Detail-oriented with a focus on accuracy.
- Familiarity with accounting software and Microsoft Excel.

This role is crucial in ensuring timely and effective collection of receivables, contributing to the financial health of the organization.