



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor  
Forum 1  
Braam Park  
33 Hoofd Street  
Braamfontein  
2017

PO Box 31565  
Braamfontein  
2017

Tel +27(0) 10 219 9000  
Fax +27(0) 10 219 9400

[www.jhbproperty.co.za](http://www.jhbproperty.co.za)

INTERNAL AND EXTERNAL ADVERT

Vacancy :	Assistant Manager Credit Control
Business Unit	Finance
Reporting To :	Accountant: Portfolio Management
Ref:	HCM/01/2024
<b>The applicable Basic Salary is R53 420.00 (excluding benefits)</b>	

**Purpose:**

To ensure that all money due by clients/tenants is collected timeously, and to allocate all monies received to correct accounts as well as assisting Property Portfolio with lease information and status of tenant's accounts as and when required. Supervision of credit controllers.

**Appointment requirement**

- Matric
- 3 Years Diploma (Financial, Debt Collection)
- Bookkeeping certificate
- 4-5 years relevant experience

**Experience**

- Handle accounts and refer to legal where required
- Review age analysis report & take action to collect current & arrear amounts owned by tenants
- Manage the Credit Controllers (task-based i.e. collection of debt)
- Recons of tenant accounts
- Approve and prepare manual invoices & and credit notes where tenant account requires an adjustment, together with recons & and supporting documentation
- Oversee correct billing of tenant accounts and that this complies with lease agreements
- Prepare documents and recons where tenants need to be handed over for legal action
- Scrutinise lease take on forms received from Portfolio
- ITC checks (control access of users on the system, credit vetting, listing of bad debts on the



Non-Executive Directors: Simon Motha (Chairperson)  
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopa | Londiwe Mthembu |  
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |  
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini  
City of Joburg Property Company SOC Ltd.  
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Credit Bureau, ensuring tenants 30 days + are warned that they may be listed on ITC and deal with BDWOs)

- Manual invoice and credit note preparation
- Handle client books as per the credit controller
- Month-end and Statement run

**Note:**

- JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to [JOBS@jhbproperty.co.za](mailto:JOBS@jhbproperty.co.za)
- Quoting the relevant reference and job title.
- Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.

Should you have any queries kindly contact **Amukelani Maluleke on 066 282 0725**

If you do not hear from us within 6 weeks after the closing date, you may consider your application as unsuccessful.

**Closing Date: 02 February 2024**



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