

Accounts Receivables Manager Role

Location: Calebasses Junction Business Hub, Mauritius

Purpose

The purpose of the account's receivables manager is to ensure that the receivables process operates swiftly, thereby improving cash flow of the company. This will help management to ensure a steady cash flow, by reducing the losses incurred due to bad debts and boosting up sales volume.

The accounts receivable manager will liaise with travel designers and clients in his/her daily routine to improve customer satisfaction.

Reporting to the Accountant, and to Finance Director.

Roles + Responsibilities

Key accountabilities and deliverables:

- Preparing weekly sales report
- Update debtors listing and follow up on Outstanding balances
- Setting up payment links and updating payment platform
- Allocating payments with respective bookings
- Preparing statement of account to agents
- Recording revenue invoices
- Process bills received from the properties and update transaction listing
- Management accounts and month-end reconciliation
- Raise ad-hoc billings
- Responsible for maintaining petty cash
- Contributes to team effort by accomplishing related results as needed

Knowledge:

- ACCA/CIMA qualified (ACCA Level 2 at a minimum) or equivalent
- At least 2-3 years experience in a similar position
- Previous experience in the travel or tourism sector or audit is an advantage



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Skills and Abilities

- Flexible
- Ability to work independently or in a team
- Good communication skills
- Deadline driven
- Knowledge of QuickBooks
- Fully computer literate & advanced Excel skills
- Fluent in French & English both writing & spoken