



## Vacancy – Collections Coordinator

Core Education is seeking a qualified and passionate Collections Coordinator to oversee the efficient collections and stakeholder engagement in a permanent position. The role encompasses but is not limited to ensuring 96% annual and monthly collections rate, invoicing and managing debtors. The candidate should implement collections strategies and manage historical debt with debt agency and a minimum of 5 years working experience.

**Position:** Collections Coordinator

**Location:** Head Office, Loftus, Pretoria

### Job Description Tasks

- Daily performing bank reconciliations
- Allocation of debtor's receipts to debtor's accounts and performing debtor's reconciliations
- Corresponding with debtors via calls, e-mails, and messages. Expect that this debt collection process will take up to 96% of your day, and it is a critical function
- Liaising with parents on the debt collection process
- According to age analysis, the collection of outstanding monies. Call all parents and put notes on D6 and Excel spreadsheet after communicating with parents
- Allocation of unallocated funds to correct debtors' accounts
- Issue School fees and other invoices, and statements to debtors
- Weekly requisition must be sent to the head office by Monday with the supporting documents for payment
- Email correspondences from parents are important. If it does not apply to your department, ensure the correct department gets the email
- Manage and resolve debtors' queries
- Completion of purchase requisitions
- Prepare individual clients' recon
- Capturing new learner information on Xero accounting software
- Set up new school fee rates at the end of the year and transfer customers from one category to the next on Xero accounting software
- Assist the principal on an ad hoc basis
- Providing feedback to the head office debtors Manager, and the Financial Manager

### Required Software Experience

- Xero accounting software.
- Outlook
- Excel
- Word
- Knowledge and experience of Sage One, Pastel Partner and D6 would be beneficial



**CORE**EDUCATION  
EVERY CHILD **MATTERS**

**To apply, please submit the following documents:**

1. A detailed CV with recent references
2. Educational qualifications
3. Certified copy of your ID
5. Police Clearance Certificate

Core Education is committed to protecting the personal information of all applicants in accordance with the POPI Act. By submitting your application, you acknowledge and accept this disclaimer.

Please email your application, including a comprehensive CV and three contactable references, to - **finance.kirkney@acudeo.co.za**

**Application Closing Date:** 23 July 2025

Please note that only shortlisted candidates will be contacted. If you do not hear from us within five working days of the closing date, please consider your application unsuccessful.

We look forward to receiving your application.