



TISA Community Finance LTD (TCF) operates across Papua New Guinea, specialising in providing high quality financial products and services. TCF is undergoing a transformation and the growth of the business is driven by a motivated team who value high levels of collaboration.

RECOVERIES OFFICER

Responsible for the monitoring and control of delinquent loans including debt recoveries.

KEY ACCOUNTABILITIES

- Assist in coordinating and executing the timely and accurate collection of customers' accounts, including calling up customers for payment.
- Monitor work progress and collection processes, handle and investigate cases for efficient debt recovery.
- Prepare reminder and Demand Letters on a timely basis.
- Liaise with government departments statutory organisations for information relating to delinquent members.
- Identify loans falling into arrears and establish contact with respective members immediately from arrears report.
- Compile status and management reports
- Ensure prompt administration of credit collection policies and procedures.
- Prompt follow-ups and communication to stakeholders.
- Other duties as directed by the immediate supervisor and Lending Management.

QUALIFICATION, SKILLS & EXPERIENCES

Minimum Education Requirement:

- Certificate, Diploma in Accounting/Finance Business or related field)

Minimum Experience Requirement:

- 2-3 years relevant experience, preferable in Banking or Finance industry.

Other Requirements:

- Good communications skills
- Computer literate with Microsoft packages, particularly MS Excel
- Ability to work under pressure
- Customer Focus
- Results oriented
- Building Relationships & Networks
- Analytical/Problem Solving skills

Applications close at 4pm, Tuesday, 11th July 2023

Application must have resume/CV with at least three (3) referees and supporting documents can be emailed to recruitment@tisa.com.pg or addressed to:
Head of Human Resources, Teachers Savings and Loan Society Ltd, Level 1, Tisa Haus – Sir John Guise Dr., P O Box 319, WAIGANI, NCD 131
Only shortlisted applicants will be contacted