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Senior Specialist – Account Receivable / Credit and Collection Specialist

Hiring organization
Tenece

Job Location
Lagos, Nigeria

Date posted
July 28, 2026

Description

The Senior Specialist, Account Receivable / Credit and Collection Specialist will play a strategic role in driving financial liquidity for the organization and ensuring no revenue is lost by managing accounts receivable, assessing customer creditworthiness, processing and sending invoices to client, recording all issued invoices on the accounting system, ensuring all sales tax deducted by the client are accurately remitted to the revenue authority, collection of payment from the clients, communicating with clients on payment issues and sending reminders for due payments, monitoring credit limits and overdue accounts, reconciling credit and collection accounts, enforcing collection and recovering overdue payments from client, preparing and sending reports on credit and collection activities and other activities as deemed necessary for the growth of the organization.

Responsibilities

Key Responsibilities & Deliverables:

- **Managing accounts receivable and ensuring financial liquidity:**
Overseeing outstanding payments from clients to ensure the company has sufficient funds.
- **Assessing customer creditworthiness and monitoring credit limits:**
Evaluating clients' credit history to determine if they can pay on time and setting credit limits.
- **Processing and sending invoices and recording them in the accounting system and on the e-invoicing portal:**
Handling invoicing, receiving payments, and chasing overdue payments. Ensuring accuracy and compliance with invoice regulations.
- **Payment collection on undue and due invoices:**

Collecting payments from clients for invoices that are not yet due (undue) and those that are overdue (due), Following up with clients to ensure timely payments, managing cash inflows and updating payment records.

- **Ensuring sales tax compliance and remittance:**
Making sure sales tax (like VAT and WHT) is correctly deducted by the clients and paid to tax authorities.
- **Communicating with clients on payments & chasing / recovering overdue accounts:**
Reaching out to clients about payment discrepancies or overdue invoices through emails, follow-up calls and client site visit.

- **Reconciling accounts and statement preparation:**
Reconciling client accounts, matching payments received to invoices and preparing client account statement for publications.
- **Preparing reports on credit and collection activities:**
Creating reports on outstanding payments, collections, and credit status using the relevant credit control tools and publishing the same to the management.
- **Other activities as deemed necessary for the growth of the organization**

Qualifications

- Bachelor's degree in accounting, finance, or a related field.
- Professional certification (ICAN, ACCA, ACA) is mandatory.
- 6–7 years of progressive experience in credit control or accounts receivable management, tax management, and ERP-based accounting.
- Solid knowledge of IFRS, Nigerian tax laws on transaction taxes and NRS e-invoicing portal.
- Strong ERP proficiency (e.g., Odoo, SAP, Oracle) and credit management tools
- Demonstrated leadership and mentoring skills.
- Excellent analytical, communication, and organizational abilities.
- Experience in the IT sector covering Nigeria and Cross-border is preferred.