

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

iihs®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Associate/ Senior Associate –
Credit Management (Delhi)

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

Job Description

The Associate/ Senior Associate - Credit Management will be responsible for timely collection of receivables from IIHS' clients and partner organisations. The selected candidate will be responsible for revenue realisation, debt liquidation and early warning reporting of risk debts. The ideal candidate will establish positive and professional relationships with multiple stakeholders across client organizations and within IIHS.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Ensuring timely credit collections of outstanding payments from debtors from IIHS' clients and partner organisations;
- Following up on payments with course participants and recording cash, cheque, and DD transactions;
- Updating collection status on outstanding invoices;
- Generating MIS report on Credit Management;
- Visiting clients to follow-up on outstanding credit.

Structure and Reporting

The Associate/ Senior Associate – Credit Management will report to the Senior Manager – Finance & Accounts at IIHS and will be working in close coordination with all other departments responsible for raising & collecting invoices.

Person Specification

Candidates with strong managerial skills, attention to detail, and the ability to build a working relationship will be preferred. Proficiency in MS Office is a must. Good communication skills are mandatory.

Qualification: MBA Finance (2+ years' experience)/ B. Com (5+ years' experience)

Candidates with specialized course/certifications on Credit Management will have an added advantage.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Delhi and may entail travel to other locations in India as required.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



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