

Date of request:	2022
Position:	<b>Sr. Collections Analyst</b>
Report to:	Head of Collections
Department	Collections
Job Responsibilities:	<ul style="list-style-type: none"> <li>• Prepare and manage the list of debt allocations for in-house debt collectors and partners according to the criteria and monitor the result and efficiency of debt collection.</li> <li>• Monitor and send daily collection reports of debt collectors and partners. Crosscheck and adjust the report according to the feedback of management and related departments.</li> <li>• Calculating incentive for debt collectors and partners. Crosscheck and confirm the data as the basis for payment.</li> <li>• Process and manage customer tracing data updated by debt collectors and partners in the process of tracing and contacting customers.</li> <li>• Analyze and evaluate debt collection activities through reports and data:</li> <li>• Report, analyze and evaluate the performance indicators of debt collectors, thereby helping management to take timely measures to improve debt collection results.</li> <li>• Report, analyze and evaluate the effectiveness of costs and incentive policies. Proposing changes and improvements to improve the efficiency of debt collection.</li> <li>• Forecasting revenue and expenses and providing data on debt collection activities to relevant departments upon request.</li> <li>• Regularly check, update and supplement data to serve reporting and analysis of debt collection activities, ensuring accuracy and timeliness...</li> </ul>
Job Requirements:	<ul style="list-style-type: none"> <li>• Education: College degree, preferably in Finance, Banking or Information Technology.</li> <li>• Experience: 03 year of experience in financial reporting and analysis or data management. Preference will be given to candidates with experience in using SQL, Tableau and other analysis and reporting tools.</li> <li>• Ability to process and analyze data</li> <li>• Documentation and document management skills.</li> <li>• Office computer skills, especially Excel.</li> <li>• Ability to focus on work efficiency.</li> <li>• Compliance and principles at work.</li> </ul>
Personal Requirements:	<ul style="list-style-type: none"> <li>• Confidentiality, honesty, caution.</li> <li>• Set goals and achieve them</li> <li>• Ability to work in a team or independently.</li> <li>• Positive thinking, hard-working, responsible and able to work under pressure.</li> </ul>

**Company benefits:**

- Competitive compensation
- Friendly, supportive colleagues
- Flexible and proactive working environment
- Reasonable workload
- 14 annual leave days per year; Bao Viet healthcare
- Team engagement and sport activities, etc.

Please send your CV to: [recruitment@vnfin.vn](mailto:recruitment@vnfin.vn)

Working location: Binh Thanh District, HCMC