

## Job Description

Job Title: Senior Finance Analyst – Credit & Collections

### About JLL:

We're JLL—a leading professional services and investment management firm specializing in real estate. We have operations in over 80 countries and a workforce of over 91,000 individuals around the world who help real estate owners, occupiers and investors achieve their business ambitions. As a global Fortune 500 company, we also have an inherent responsibility to drive sustainability and corporate social responsibility. That's why we're committed to our purpose to shape the future of real estate for a better world. We're using the most advanced technology to create rewarding opportunities, amazing spaces and sustainable real estate solutions for our clients, our people and our communities.

Our core values of teamwork, ethics and excellence are also fundamental to everything we do and we're honoured to be recognized with awards for our success by organizations both globally and locally.

Creating a diverse and inclusive culture where we all feel welcomed, valued and empowered to achieve our full potential is important to who we are today and where we're headed in the future. And we know that unique backgrounds, experiences, and perspectives help us think bigger, spark innovation and succeed together.

If this job description resonates with you, we encourage you to apply even if you don't meet all of the requirements below. We're interested in getting to know you and what you bring to the table!

### Key Responsibilities:

- Responsible for own region/group within JLL
- Meet cash and debtor targets set by Business
- Ensure that debts are paid in a timely manner – complying with set credit terms
- Chase overdue invoices by phone email letters within agreed timescales
- Maintain accurate records of all chasing activity
- Monitor disputes with Business/clients to ensure resolved in a timely manner
- Respond promptly to internal/external clients' requests
- Work closely with the Business and provide debtors reports - weekly
- Escalate queries
- Escalate delinquent debtors
- Advise Business on credit control matters, Best Business Practice and Policies
- Work closely with the Accounts Receivable team (JLL shared service centre)
- Provide ad hoc updates/reporting where required
- Build and maintain relationships with internal/external clients, at all levels

Sound like you? To apply you need to be / have:

- A bachelor's degree in finance, accounting, or a related field.
  - Minimum 3+ years of experience in managing credit and accounts receivables or in a similar credit management role.
  - Excellent written and verbal communication – English
  - The ability to work in a team and individually
  - Sound IT skills including Intermediate Excel
  - Sound decision making
  - Good attention to detail, and organised
  - Time management
  - Work under pressure and to deadlines
  - Confident individual
  - Property/Professional Services background preferred-but not essential
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- Name of the position: **Sr. Finance Analyst**
  - Eligibility criteria: Fresher or experienced CMA
  - CTC p.a.: INR 600,000 to 650,000 (Fixed) + Annual Variable Bonus + Gratuity + Medical Insurance
  - Job location: Gurugram
  - No. of vacancies (tentative): Approximately 10 -12 resources.