



Unit 6 Pastorie Park
17 Reitz Street
Somerset West
7130
hr@spesprac.co.za
021 827 1434

Credit Collector: Medical Bureau

Somerset West, Western Cape Monday – Friday | 08:00 – 17:00

Are you detail-oriented, organised, and passionate about accounts and financial administration? Do you enjoy working with numbers, communicating with clients and ensuring that accounts are managed efficiently?

We are looking for a motivated Credit Controller to join our team at a well-established medical bureau based in Somerset West.

Key Responsibilities

- Manage and monitor outstanding accounts and ensure timely payment of debtor accounts.
- Follow up on outstanding payments with medical schemes, patients, and other relevant parties, where applicable.
- Reconcile accounts and investigate discrepancies.
- Handle account queries professionally and efficiently.
- Allocate payments and maintain accurate debtor records.
- Liaise with clients, healthcare professionals, and medical scheme representatives to resolve outstanding account queries.
- Ensure that all credit control procedures are followed and that outstanding debt is managed effectively.

Minimum Requirements

- Previous experience in credit control, debtors, or accounts administration will be advantageous
- Experience in the medical or healthcare industry will be an advantage.
- Knowledge of medical aid billing and medical scheme processes will be beneficial.
- Strong numerical, administrative, and organisational skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office and accounting or practice management software.
- The ability to work independently, meet deadlines, and manage multiple priorities.
- A professional, positive attitude with excellent attention to detail.



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The Ideal Candidate

The successful candidate will be reliable, proactive, methodical, and confident when following up on outstanding accounts. Strong interpersonal skills, problem-solving abilities, and the ability to work effectively as part of a team are essential.

What We Offer

- An opportunity to join a professional medical bureau team
- A supportive working environment
- Benefits

How to Apply

If you meet the above requirements and would like to become part of our team, please submit your CV to **jobs@spesprac.co.za**

Closing date: 30 October 2026

Only shortlisted candidates will be contacted.