



Unit 6 Pastorie Park
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021 827 1434

Debtors Controller – Specialist Medical Practice Northern Suburbs | Part-Time Opportunity

A well-established specialist medical practice in the Northern Suburbs is looking for an experienced Debtors Controller to take responsibility for the effective management and recovery of outstanding patient accounts.

This is an ideal opportunity for a confident, experienced individual who understands the medical billing environment and has a proven track record in debt recovery, while maintaining a professional, discreet and sophisticated approach when dealing with patients and medical schemes.

Key Responsibilities

- Manage and monitor the practice's outstanding debtor book.
- Follow up consistently and professionally on overdue accounts.
- Engage with patients regarding outstanding balances and payment arrangements.
- Handle debt recovery sensitively but firmly, with the objective of maximising collections.
- Identify problematic or long-outstanding accounts and take appropriate action.
- Maintain accurate records of all debtor communications, payments and arrangements.
- Liaise with medical schemes, patients and other relevant parties where required.
- Work closely with the practice and accounts team to ensure efficient cash flow and debtor management.
- Provide regular feedback and reporting on outstanding accounts and collection progress.

The Ideal Candidate

- Has proven experience in debtors' control and debt recovery, preferably within a medical or specialist practice environment.
- Has experience working with medical practice/billing software and is comfortable navigating medical accounts.
- Understands medical schemes, patient accounts and the complexities of medical billing.
- Is confident and persistent when following up outstanding accounts.
- Has a sophisticated, professional and diplomatic approach to debt recovery.
- Can be firm when necessary while remaining respectful and sensitive when dealing with patients.



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- Is highly organised, detail-oriented and able to work independently.
- Has excellent communication and interpersonal skills.
- Is comfortable taking ownership of the debtor book and being accountable for collection results.

If you are an experienced medical debtors professional who knows how to get outstanding accounts paid while maintaining professionalism and discretion, we would like to hear from you.

Please submit your CV together with a brief summary of your relevant medical debtors and debt recovery experience to: hr@spesprac.co.za

* Kindly note that only shortlisted candidates will be contacted.