



PR/160197 | Credit Control Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1580480

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 14th, 2026 03:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Summary

We are looking for a Credit Control Executive for our client in the insurance and reinsurance broking sector. This role involves close collaboration with both internal and external stakeholders to uphold strong financial discipline and effective credit management practices. The Executive will be responsible for supporting premium collection, managing receivables, and ensuring credit governance. Key duties include accurate tracking of premium settlements, timely collections of payments, proper reconciliation, and adherence to statutory and regulatory requirements.

Job Responsibilities:

- Oversee and manage client premium receivables, including to ensure timely collection, accurate tracking and settlement, proper payment allocation, and performing regular aging analysis
- Prepare statements of accounts (SOA), collection reminders, and conduct follow-ups with clients and intermediaries.

- Handle insurance-related receivable transactions, including premiums, commissions and claims recoveries.
- Reconcile premium records with insurers, reinsurers, and business partners.
- Support the preparation and verification of bordereaux, settlement listings, and reconciliation statements.
- Prepare regular credit control reports and maintain accurate records in accounting and broking systems.
- Coordinate with the Finance team on month-end closing activities related to receivables.
- Assist in resolving discrepancies or disputes relating to premium allocations or settlement issues.
- Ensure compliance with internal credit control policies, regulatory guidelines, and industry best practices.
- Support audits with required credit-related documentation.
- Uphold standards relating to integrity, anti-corruption, anti-bribery, and data protection (PDPA).
- Liaise professionally with clients, insurers, reinsurers, and internal departments to resolve outstanding issues and support premium-related queries, fostering strong working relationships for smooth settlements.

Job Requirements:

- Diploma or Bachelor's Degree in Accounting, Finance, Business, or related field holders are encouraged to apply.
- Possess minimum 1–3 years of experience in credit control, accounts receivable, or finance operations.
- Possess experience in the insurance, reinsurance, or broking industry is an advantage.
- Strong accuracy in handling figures and financial data.
- Good understanding of credit control processes, receivables management, and reconciliation.
- Proficient in Microsoft Excel and familiar with accounting or financial systems.
- Strong communication and coordination skills.
- Ability to work independently, multitask, and meet deadlines.
- High integrity, professionalism, and discipline in managing confidential information.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description