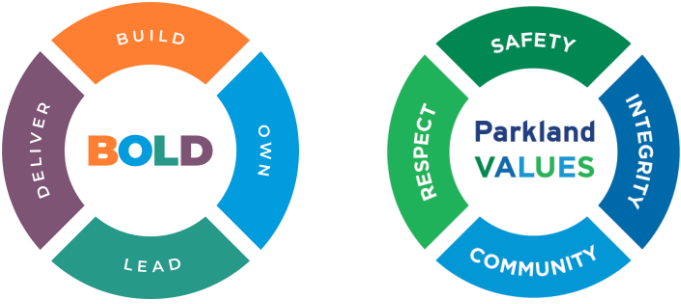




## Job Description

<b>Job Title:</b>	Credit & Treasury Coordinator
<b>Employer:</b>	Sol Puerto Rico Limited
<b>Location:</b>	Puerto Rico
<b>Available to:</b>	Yes   <b>Current Sol staff</b>   Yes   <b>External Applicants</b>
<b>Reports to:</b>	Credit & Treasury Supervisor / Finance Controller (doted)
<b>Subordinates:</b>	0
<b>Purpose:</b>	The purpose of this position is to ensure the effective handling of credit management in accordance with the company's policy as well as to ensure that the treasury management is handled within the established controls and procedures.
<b>Principle Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Handles the approval of credit limits &amp; terms of new and existing customers in accordance with Credit Policy.</li> <li>• Processes the release of credit held orders in accordance with the Credit Policy.</li> <li>• Ensures data integrity of the Sales/AR system module in Great Plains including required adjustments. Reconciles customers' accounts.</li> <li>• Monitors daily collections and ensures are timely deposited and reconciled between AR and banks records.</li> <li>• Review existing credit customers annually over \$150k US.</li> <li>• Invoices, payment plans and maintenance charges to customers as well as intra-group charges.</li> <li>• Manages the relationship with the Company's banks, including compliance with Credit Agreement and rollovers of bank financings.</li> <li>• Handles insurance matters.</li> <li>• Reviews credit applications and makes necessary recommendations for approval for a diverse 200 customers' portfolio within the established policies and control.</li> <li>• Daily Cash Management to maximize return on idle cash balances.</li> <li>• Interaction with cross-functional business colleagues and upper management.</li> <li>• Convenes monthly credit committee meetings, disseminate minutes and follow-up on agreed action.</li> <li>• Supports the Assistant Group Treasurer/ Credit Supervisor with issues related to the Company's policies and procedures.</li> <li>• Convenes monthly credit committee meetings, disseminate minutes and follow-up on agreed action.</li> <li>• Supports the Assistant Group Treasurer/ Credit Supervisor with issues related to the Company's policies and procedures.</li> </ul>

<p><b>BOLD Behaviors and Values</b></p>	<ul style="list-style-type: none"> <li>• Be an ambassador and supporter of our BOLD leadership behavior and values.</li> <li>• When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team.</li> </ul> <div style="text-align: center;">  </div>
<p><b>Qualification Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Education and or Experience: Bachelor's degree in business administration with major in accounting or finance required.</li> <li>• Language Skills: Ability to read and interpret documents such as security rules, operational instructions as well as procedures manual. Ability to write routine reports and correspondence. Ability to speak effectively in front of a group of clients or company employees; fully bilingual (English &amp; Spanish) required.</li> </ul>
<p><b>Other Competency Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Oral Communication: Ability to speak clearly and persuasively, to listen and get clarification responding well to questions.</li> <li>• Reasoning &amp; Analysis Skills: Ability to apply common sense to perform written, verbal or diagram instructions. Ability to solve problems involving specific variables in common situations. Knowledge of financial statements analysis required.</li> <li>• Credit Management: Experience with credit management in a commercial environment a plus.</li> <li>• Customer Service: Internal and external customer service oriented a must. Ability to manage difficult or emotional situations; responds promptly either by email or phone.</li> <li>• Interpersonal Skills: Strong interpersonal and interface management skills while dealing with cross-functional business teams and with external agencies and advisors a must.</li> <li>• Computer Skills: Broad knowledge of computer software, including MS Office 2007 with expert knowledge on management of Excel, Word and PowerPoint required. Knowledge of MS Dynamics Great Plains a plus.</li> <li>• Ability to work independently and under pressure with focus on project/duties completion within agreed deadlines required.</li> </ul>
<p><b>Other Information:</b></p>	<p>In addition to basic salary the successful applicant shall receive applicable job grade allowances and be eligible to participate in The Sol Group Pension Scheme and its non-contributory Group Health and Life Insurance Scheme.</p>
<p><b>Application Procedures:</b></p>	<p>Applications are to be submitted by completing the Sol Job Application Form available on the Sol website at solpetroleum.com and submitted via e-mail to careers@solpetroleum.com on or by <b>January 26th, 2024</b> Applicants must complete all the requested information to be considered. Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.</p>