



Credit Controller Job Description

Job Title	Credit Controller
Position Reports to	Senior credit controller
Date Reviewed	December 2018

Background

This is an exciting new opportunity to join a rapidly expanding engineering and services business on the South Coast. The business has grown to annual turnover in excess of £24m through organic sales contract wins as well as the recent acquisition of three competitors during the last 12 months. With projected turnover growth for 2018, the organisation is building a solid platform for further growth by strengthening its teams across the business. The Finance Team is now recruiting for a Credit Controller.

The Role

As a strong and keen team player, you will work close with other departments within the business to focus on reducing the aged debt and help with resolving customer queries. The ideal candidate will be able to work with others but also be able to take ownership of their accounts and day to day duties. We as a company will support you and help you develop your career through our organisation, should this be of interest to you.

Detailed Tasks and Responsibilities Include:

- Focusing on all accounts to reduce the debt and resolve queries in a timely manner
- Liaise with key department members on a regular basis working towards resolving queries
- Update management team on progress with query resolution
- Sending regular system generated statements to customers using Sage 200 & 50 system
- Building relationships with customers, by Chasing daily on the telephone and via email
- Updating sage notes and memo's with communication from inside and outside the company
- Updating Sage system and weekly aged debt reports for review by management team
- Updating the work sheet on team's portal to advise on query progress
- Updating cashflow forecast to show anticipated customer receipts
- Allocating cash receipts to customer sales ledger accounts and reconciling statements
- Working with Account Managers where there are credit control issues
- Looking after key accounts
- Other duties across the Finance Team as required



Candidate

The ideal candidate would have experience, qualities and qualifications as follows:

- **Excellent excel skills ESSENTIAL**
- Credit control experience essential
- Strong relationship building skills
- Positive, proactive, organized and approachable
- Ability to communicate, respond to and successfully resolve queries from all users across the business, internally and externally
- Strong written and verbal communication skills
- Keen attention to detail and accuracy
- Ability to multi task and learn quickly
- Ability to adapt well in a demanding environment
- Strong team player skills

Offer

For the right candidate the offer is as follows:

- Full time permanent position based in Southampton
- Career pathway if desired
- Free parking on site
- Pension and other benefits in line with Company policies

Equal Opportunities

Our company are an equal opportunities employer and welcome applications from all suitable qualified persons regardless of their sex, marital status, disability, religion, creed, colour, race, nationality, ethnic origins, or social background, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable.

If you are successful and are invited to an interview, you should ensure that you bring with you to the interview the correct documentation to confirm your right to work in the UK e.g. your passport (current or expired) or birth certificate with a letter confirming your national insurance number.

Due to the large volume of applications received, we are unable to respond to every application. If you have not heard back from us within 14 days of your application, unfortunately, on this occasion, your application has been unsuccessful, but we would like to take this opportunity to wish you every success in your future job search.