

Role description

Job title:	Credit Controller
Line manager:	Divisional Finance Manager
Location:	Honiley

Job description
Main purpose of role
To develop, implement and maintain an effective and professional credit control system for the Northern region, ensuring all work carried out is performed consistently and to a high standard.
Key responsibilities
<ul style="list-style-type: none">• Review the North region's credit control procedures and develop and implement enhancements where required.• Manage the outstanding debtor balances falling due and contact customers before balances become overdue to confirm payments.• Set and monitor credit limits.• Allocate cash receipts to outstanding ledger balances.• Where required initiate proceedings to ensure outstanding debts are bought to a satisfactory conclusion.• Query resolution (involving Regional Director where necessary) and development of procedures to prevent reoccurrence.• Participation in working capital meetings as required.• Assist in developing Sales Force to ensure that data output is fit for purpose across the Division.

Person specification
Experience/knowledge required
<ul style="list-style-type: none">▪ Ability to demonstrate experience within Credit Control.▪ Experience of providing Credit Control services to organisations with a turnover in excess of £2m.▪ Computer literate with knowledge of Sage Line 50 package (or similar).▪ Possess a good understanding of Word and Excel.▪ Excellent communication skills.▪ Proven track record of building strong customer relationships.▪ Good team player.

Authorisation			
Signed by role holder:		Date:	
Signed by line manager:		Date:	