



Job Description

Role:	Credit Controller
Responsible to:	Financial Controller
Salary:	Up to £22,000.00
Department:	Finance

Purpose of Role

The Credit Controller will be responsible for the collection of debt and management of Sales Ledger Accounts within the business.

The Credit Controller will also be responsible for reporting to the Senior Credit Controller and Financial Controller regarding progress on outstanding debts and other activities undertaken as part of the role as requested.

Key Tasks & Responsibilities

1. Collection of outstanding monies due to the business via telephone, email, text messaging and letter in line with company processes
2. Resolution of customer queries and providing information to customers in a timely fashion
3. Daily monitor and resolution of Credit Control shared email inbox's
4. Escalation of overdue accounts to the Senior Credit Controller
5. Daily processing of customer payments
6. Maintain accurate and detailed records of activity and contact on customer accounts
7. Review and update risk levels on a quarterly basis on the system
8. Provide weekly feedback on accounts for processing through Debt collection to legal
9. Completion of Proof of debt paperwork as necessary
10. Any other ad hoc duties as requested
11. Work in conjunction with Company Value's
12. All tasks to be carried out in line with the relevant and applicable company policies in place at the time



Required Skills & Person Specification

	Essential	Desirable
3 years' experience in credit control	Yes	
Experience of Collection through small claims court process		Yes
Ability to prioritise own workload	Yes	
Ability to Multi-task	Yes	
Ability to communicate at all levels	Yes	
High level of attention to detail	Yes	
Hands on	Yes	
Outgoing personality	Yes	
Intermediate Excel Skills		Yes
Team player	Yes	