

Part-Time Credit Controller Job Description

CON001421 v1.00

Job Title	Part Time Credit Controller
Department	Credit Control
Location	Swanwick Court
Responsible To	Karen Brearley - Credit Controller
Normal Hours	Monday - Friday 0900 - 1300

Job Description

The Role:

We are looking to hire a credit control assistant to help our current credit controller, you will be responsible for collecting debts from our company debtors, evaluating new credit requests, ensuring timely payments of company debts, processing invoices, maintaining the sales ledger, and providing administrative support.

To ensure success as a credit controller, you should have a good eye for detail and the ability to reconcile complex company accounts. Ultimately, a top-class credit controller can maximize company profits by efficiently managing its debts.

Credit Control Assistant Responsibilities:

- Evaluating new credit requests and conducting client credit checks.
- Managing and collecting debts from company debtors.
- Setting up the terms of credit for new clients.
- Negotiating payment plans.
- Managing the collection of all payments and debts.
- Responding to client inquiries.
- Preparing statements and reports for the company accountant.
- Managing the sales ledger.
- Liaising with customers and the sales team.

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Skill Set

Desirables:

- Previous work experience as a credit controller.
- Ability to reconcile complex debtors' accounts.
- Strong communication skills.
- Ability to deal with problematic clients.
- Experience in software programmes SAGE and Bottomline.
- Calm, confident manner to handle potentially uncomfortable conversations

Required:

- Advanced Excel skills – including ability to do V Look ups
- Flexibility in working hours to cover annual leave.

Authority Level: This is a responsible position as in this role the individual has access to draw down direct debits and set and monitor customer credit to ensure our clients trade within agreed limits and the company does not incur costs from uninsured bad debts.