

JOB SPECIFICATION

JOB TITLE:	Credit Controller
REWARD BAND:	£15,000 - £25,000
HOURS:	Basic 40hour week (approx. 8.30am – 5.00pm)
HOLIDAYS:	25 days holiday pa (plus statutory bank holidays)

PERSON SPECIFICATION:

- Excellent communication skills (telephone and written)
- Accuracy
- Working to deadlines
- Inter-personal skills
- Communication skills
- Team working skills
- Customer relationship management skills
- Assertiveness
- Flexibility

JOB DESCRIPTION

Job Title: Finance Officer – Credit Control

Job Summary:

To ensure that all Sales Ledger and Credit Control aspects of the business are completed and up to date.

Job Content:

Most Frequent Duties In Order Of Importance

Sales Ledger

- Print, sort and send invoices and credit notes
- Enter customer receipts onto relevant sales ledger accounts
- Actively pursue customers who have not paid to terms and send relevant information to debt collection agency where appropriate
- Prepare daily bankings
- Take details and process card receipts from customers
- Take details and process card receipts from proforma customers
- Deal with any telephone queries from customers
- Update sales managers information sheet
- Complete credit reference checks for new customers and send out credit acceptance or refusal letters
- Give authorisation codes to customer care
- Print customers statements
- Recommend relevant actions i.e. customer credit terms
- Regular communications with finance, customer teams

Occasional duties in order of importance

- Cover certain purchase ledger duties
- Cover any other admin duties across the business
- Attend to all tasks commensurate with the role
- Any additional duties that reflect the business needs

Responsible to: Commercial Director