

Role: Credit Controller

Reporting To: Finance Director

Overall Responsibilities

Reporting to, and working closely with the Finance Director, the role will focus on mitigating risk and maximising profits by ensuring any credit issued by the company, is paid in full and on time. The role is vital in the effective cash-flow management of the business.

Specific Duties

* Chase outstanding debt via telephone and email
* Maintain and manage the sales ledger
* Allocate customer payments within SAP
* Communicate to customers any change in credit status
* Make credit applications to credit insurers
* Deal with customer queries in conjunction with other internal departments
* Manage customer master data on SAP and maintain credit limits
* Ensure cash targets are achieved
* Regular review of credit limit requirements
* Provide analysis to support cash-flow management

Requirements

* Credit control experience
* Experience of SAP
* Understanding of the legal processes of debt collection
* Competent user of Microsoft Office, including Excel and Word

Skills and Attributes

* Excellent analytical skills, with a high attention to detail
* Ability to identify and implement improvements to processes and practises across the business
* Excellent interpersonal skills and ability to work with all levels of the organisation
* A confident and concise communicator with the ability to listen and negotiate with customers in a polite and professional manner
* A team player with a passion for working in a collaborative environment
* Good organisational skills, ensuring deadlines are met and workload managed effectively