Credit Controller

## Job details

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| Job title: | Credit Controller |
| Department: | Finance  |
| Location: | Bury St Edmunds / WFH |
| Reporting to: (job title only) | Finance Manager |
| Direct reports: (job title only) | TBC |
| Accountable to: (where applicable) | TBC |
| Responsible to:(where applicable) | TBC |
| Job purpose: | The role contributes to the overall processing and activities of the finance function of the business. Primary focus of the role is the sales ledger, production of customer invoices and credit control. |
| Role and Responsibilities: | **Accounts support*** + Sales ledger and production of customer sales invoices
	+ Credit control, chasing of debts and collections allocations
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## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + AAT
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| **Experience** | * + Credit control
	+ Sales ledger
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| **Skills/knowledge** | * + Strong numerical skills
	+ Good IT and Excel spreadsheet skills and experience
	+ IT literate – intermediate level minimum
 | * + Experience using Microsoft Dynamics
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| **Personal competencies and qualities** | * + Tactful, diplomatic, and approachable
	+ Inquisitive mind
	+ Proactive and able to plan ahead
	+ Good telephone manner
	+ A high level of confidentiality
	+ Ability to communicate well at all levels, with both external suppliers and customers and with other members of the team
	+ The flexibility and willingness to learn
	+ The ability to work as part of a team
	+ The ability to work accurately, with great attention to detail
	+ Interpersonal skills to engage and develop working alliances with colleagues and patients.
	+ Excellent verbal and written communication skills
	+ High level of enthusiasm and motivation
	+ Ability to work under pressure
	+ Excellent time management skills
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