

Credit Controller

Description

Job Title: Credit Controller

Location: Swindon, UK

Employment Type: Full-time, Permanent

Company: Business Recruitment Agency

Reports To: Finance Manager

Job Summary:

We are looking for a proactive and detail-oriented Credit Controller to join our dynamic recruitment agency in Swindon. The successful candidate will be responsible for managing the company's credit policies and ensuring timely collection of outstanding debts from clients. This role is crucial in maintaining our agency's financial health and will involve working closely with various departments to optimize credit control procedures.

Responsibilities

Key Responsibilities:

- **Debt Collection:** Manage and monitor the company's accounts receivable ledger, following up on outstanding invoices by telephone, email, and written communication to ensure timely payment.
- **Credit Risk Assessment:** Evaluate the creditworthiness of new and existing clients, setting appropriate credit limits in line with company policies.
- **Client Liaison:** Build and maintain strong relationships with clients, addressing and resolving payment queries or disputes efficiently and professionally.
- **Account Reconciliation:** Regularly reconcile client accounts to ensure accuracy in payment records, identifying discrepancies, and working to resolve them promptly.
- **Reporting:** Prepare regular reports on debtor balances, aging analysis, and collection activities for review by the Finance Manager and senior management.
- **Credit Policies:** Assist in the development and implementation of credit control policies and procedures to improve cash flow and reduce debtor days.
- **Process Improvement:** Continuously review credit control processes, identifying areas for improvement to enhance efficiency and effectiveness.
- **Team Collaboration:** Work closely with the sales, billing, and finance teams to ensure seamless communication and resolution of client payment issues.

Qualifications

Qualifications & Experience:

Hiring organization

Accountancy Capital

Employment Type

Full-time

Beginning of employment

1st November 2024

Duration of employment

Perm

Industry

Recruitment

Job Location

Swindon

Working Hours

9-5

Base Salary

£ 42,500 - £ 50,000

Date posted

September 27, 2024

Valid through

30.09.2024

- Proven experience as a Credit Controller, preferably within a recruitment agency or similar business environment.
- Strong understanding of credit control procedures, accounting principles, and financial regulations.
- Excellent numerical skills and attention to detail.
- Proficient in accounting software (e.g., Sage, Xero) and Microsoft Office Suite, particularly Excel.
- Strong communication and negotiation skills, with the ability to build positive client relationships.
- Self-motivated and able to work independently while contributing to a team-oriented environment.
- Ability to handle high-volume transactions and work under pressure to meet deadlines.

Job Benefits

Benefits:

- Competitive salary based on experience.
- Opportunity to work within a supportive and collaborative team.
- Company pension scheme, holiday entitlement, and other benefits.

Contacts

Accountancy Capital are a leading [recruiter for Credit Controllers](https://www.accountancycapital.co.uk).