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| Job Title: **Credit Controller** – Sep 2022 | | | |
| **Reports to:**  **Start date:**  **Salary:** | Luke Thornton  October – November 2022  **£23,000 - £26,000 DOE** | | |
| Purpose | | | |
| Working full time alongside an expanding finance team you will process the monthly sales invoices confidently and accurately for all charge types and take responsibility for ad hoc sales invoicing within the wider company structure. Regularly key direct debit claims to be taken from our suppliers/contractors, chase outstanding invoices which are paid via BACS. Reporting to the Transactional Finance Manager, you will proactively manage the sales ledger and resolve queries, ensuring all necessary measures are taken to prevent debt from becoming aged. | | | |
| Key accountabilities and example activities | | | |
| * Proactively manage and report commentary on all debt over 3 months old via monthly reports. * Processing month end sales invoices. * Send out invoices to customers and set up and if required demonstrate the company Supplier Portal to customers. * Set up Direct Debits and actively pursue any returned DDs within three workings days. * Actively chase debtors who are late paying. * Prepare D/D submissions for our third-party bureau. * Resolve debtor queries. * Report a summary of debtors each week to the Transactional Finance Manager. * Assist in management of the finance inbox. * Ad hoc sales ledger tasks; updating records, processing customer details etc. * Acting as cover for purchase ledger tasks and activities as required on an ad-hoc basis. | | | |
| Other responsibilities | | | |
| * Ensuring tasks are delivered on time and meet the required standard. * Continually reviewing and looking for new ways of working, recommending, and implementing these changes to improve quality of service via assisting the Transactional Finance manager in development of debt management tools, reporting and software developments. * Dealing with enquiries and following up responses to ensure timely resolution. * Accurately inputting data and maintaining a high level of accuracy on invoice nominal input. * Any other related duties as required by your line manager or other members of the finance team. * Building solid relationships with colleagues within the whole PPH family. * Any other related duties as required by your line manager or the Finance Director * Challenging inefficiencies, sharing best practice, and implementing change to improve service quality | | | |
| Attributes | | Skills | |
| * Excellent time and workload management with a high attention to detail. * Customer focused, creative, and innovative * Collaborative. * Honest and open * Can-do / will do attitude * Team player * Collaborator | | | * Competent computer knowledge including a working knowledge of Microsoft Excel. * Confident telephone manner for query resolution. * Ability to communicate effectively with external customers. |
| Knowledge, experience, and qualifications | | | |
| * At least one years’ experience in a similar role within a finance team or two years’ experience in a non-credit controller role within a finance team. | | | |

In order to be shortlisted you must demonstrate in your application form that you meet all the essential criteria and as many of the desirable criteria as possible.

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| Shortlisting Criteria | | | | | |
| Attributes | | Item | Relevant Criteria | Identification Method | Rank |
| 1.0 | Skills & Abilities | 1.1 | Works with a high level of accuracy. | AC | E |
| 1.2 | Good communication skills, particularly telephone manner. | I | D |
| 1.3 | Excellent time and workload management. | A | E |
| 2.0 | Specialist Knowledge | 2.1 | Experience in a finance team. | A | E |
| 2.2 | Confident Excel user. | AI | E |
| 2.3 | Experience in invoicing, month end, debt chasing. | AI | D |
| 2.4 | Confident in resolution of challenging queries. | AC | D |

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| **Rank** | |
| E | Essential |
| D | Desirable |

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| **Identification method** | |
| A | Application |
| AC | Assessment Centre |
| I | Interview |