

## Job Description

**Job Title:** Credit Controller

**Hours of Work:** 38.25

**Reports to:** Financial Director

**Salary:** TBC

**Location:** Steeple Ind Estate, Antrim

**Employment Type:** Permanent

**Ref:** CC/01/19

**Closing Date:** 29/01/2019

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### Job Overview:

As a Credit Controller within our organisation the successful candidate will be expected to develop strong relationships with customers and suppliers, working closely with a number of departments within the business, this position will be integral to providing up to date credit information to management to assist them in making well informed decisions to ensure future stability, growth and profitability.

### Main Responsibilities:

- Maintain customer accounts
- Timely and effectively collect all debts and customer payments
- Check customers credit ratings and apply insurance where appropriate
- Maintain contact with customers to ensure invoices are clear for payment
- Resolve queries both internally and externally regarding outstanding invoices
- Collate details of disputed invoices and initiate internal queries
- Support Credit Manager with ad-hoc tasks
- Posting and allocating daily receipts to accounting systems
- Provide accounts information to other internal departments.

### Essential Skills and Experience:

- Previous experience of working as a Credit Controller (B2B)
- Experience of high value accounts
- Experience of `Contract Type Business`
- Good level of computer literacy - Word, Excel, Access and the internet
- Excellent customer service skills

- Excellent telephone manner
- Ability to work as effective team member
- A full driving license.

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