

Job Title: Accounts Receivable & Credit Control Specialist **Salary:** £25k to £28k (DOE)

Reports to: Group Financial Controller **Department:** Finance Team

Job Description

This position is ideal for an experienced Accounts Receivable Clerk or Credit Controller looking for their next challenge in a fast-paced, dynamic environment. The successful candidate will be a confident and effective communicator, comfortable streamlining processes to support the timely collection of recurring invoices and outstanding debts. You'll be engaging with colleagues across all levels of the organization, so strong interpersonal skills are essential. The Company is growing rapidly, providing plenty of opportunities to expand your responsibilities and contribute to broader finance initiatives.

Proficiency in Excel is a must, as you'll be working with large data sets and deriving key insights.

Duties and Responsibilities:

- Monitor and manage a portfolio of customer accounts to ensure timely payment of invoice
- Follow up on overdue invoices via phone, email, and written communication
- Build strong relationships with clients to resolve billing issues and disputes
- Work closely with the sales and customer service teams to resolve issues impacting payment. Suspending customer services when necessary.
- Process legal claims via small claims courts
- Produce weekly debtor report, providing commentary.
- Continuously review and improve credit control processes to drive efficiency and reduce aged debt
- Register invoices to Xero against Customer ledger

Knowledge, Skills, and/or Abilities Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

- Minimum Credit Control / Accounts receivable experience of 2 years
- Confident verbal communicator
- Numerical literacy
- Intermediate Excel – vlookups
- Experience with Xero accounting
- Excellent time management skills
- High attention to detail
- Self manage time and workload

Benefits:

- Salary £25,500.00 to £28,000.00 depending on relevant experience
- 22 days annual holiday + 8 bank holidays
- Loyalty Holidays
- Hours 9:00am to 5:30pm – Monday to Friday inclusive Office Based
- Pension with Employer contributions
- Medicash Health benefit
- On-site parking

- The opportunity to grow and develop skills
- Experience Team Building days, Wellness Days and Team Incentives
- Full appreciation and reward of hard-working and long-term commitment