

Credit Controller

Reports To:

The Credit Manager

Job Analysis:

- To support and assist the Credit Manager in achievement of company objectives.
- To achieve cash collection and aged debt targets
- Maximising profitability and minimising risk
- Reduction of aged debt
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Job Description:

- To Report to the Group Credit Manager
- To be responsible for the day to day management of customer accounts
- To monitor customer debts against agreed credit limits
- To Insure payment is made within agreed payment terms and monthly cash collection targets and achieved
- To form a close working relationship with the sales department
- To maintain account reconciliations on account receivable ledger
- To ensure customer invoice queries are logged and passed for resolution
- To open new accounts, and process for credit checking
- To carry out any reasonable and lawful request made by management that is within the jobholder's capability.

Person Specification:

- Team player
- Focused,
- Target driven

Key Skills:

- Minimum of 3 years experience.
- Good interpersonal skills,
- Fluent in English and German
- PC literate – Word, Excel, Microsoft Office