

CREDIT CONTROLLER

JOB REF: 0522

Our client is a well-established industrial equipment/products retailer with locations throughout the UK and Ireland. Due to significant growth, they are seeking to recruit a credit controller in order at their Mid-Ulster Branch.

Job Purpose

The purpose of this job is to carry out a variety of duties such as; managing the debts of creditors, ensuring timely payments are made, processing incoming funds, reconciling invoices, resolving account queries and managing debt recovery.

Responsibilities:

- Credit control - calling customers, tracking issues, follow-up queries.
- Weekly updates issued to Sales Representatives – ensure Sales Representatives are consulted on problem accounts and plan of action agreed. Ensure plan of action is adhered to. Escalation process followed on a timely basis to Financial Controller.
- Targets set and adhered to for aged debt balances.
- Prepare weekly and monthly reports on outstanding accounts, debtor days, forecasts for collections for management reporting.
- Reporting to Group Financial Controller.

Person Specification

- Experienced with accounting software such as Sage Line 50.
- Ability to self-review work and work autonomously to a large extent.
- Proficient in all MS Office with intermediate Excel skills.
- Minimum 3 years Credit Control experience.

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

DATA PROTECTION

SPECTRUM EMPLOYMENT SOLUTIONS comply with the General Data Protection Regulations (GDPR) and collects, processes and stores all personal data solely for the purpose of finding applicants suitable employment opportunities. By submitting your personal details (CV) to us, you are giving us consent to process and store your data for this purpose. We only share your personal data with third party processors and with potential employers who are essential for us in providing this service.