

Credit Controller

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Company: Adecco

Location: Altrincham

Category: other-general

Your daily tasks will look like this:

Daily posting & allocation of all incoming cash and Bacs payments to the ledger

Monthly reconciliation of payments received back to month end reports

Processing any cheques received and taking them to the Bank weekly.

Checking and Processing of cash received from our retail branches and banking when required

Raising Invoices/Credit Notes as required and sending them to customers

Printing out of daily invoices produced by our accounting system to e-mail/send to customers

Sending out monthly statements to customers

Answer phones & taking card payments from customers as required.

Liaising with branches to ensure that all required information is sent back to Head Office and chasing up missing paperwork

Some ad hoc Credit Control would mean chasing customers for payments as and when required to cover holidays and sickness

The kind of attributes you will need to fulfil your role are:

Previous experience within this kind of role/ similar role is desired by not essential.

Strong computer skills. Previous knowledge of Sage Line 50, Xero, or Microsoft Dynamics would be an advantage but training will be given

Good attention to detail with a proactive attitude

Problem Solver with the ability to work on their own initiative and be able to prioritise

Ability to adapt to the changes in processes required by the company

Team player.

Effective communication skills with the confidence to communicate effectively with colleagues and customers. You will be joining a strong team of 9 who are looking forward to welcoming you.

Location:

You will be located at the head office in Altrincham where our client has plenty of free parking, good public transport links, and local shops nearby.

Benefits of being a temporary candidate via Adecco

Weekly pay

Contract of Employment

Paid annual leave

Employee benefit and discount portal

Pension contributions

Ongoing support from a dedicated consultant Adecco acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers.

The Adecco Group UK & Ireland is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Adecco. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

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