

## Credit Controller

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Company: Axon Moore

Location: Burnedge

Category: other-general

Credit Controller- TEMP – North Manchester - £28,000 - £30,000 DOE

Need a stop-gap Credit Control job? Great exposure in a dynamic team?

Axon Moore are partnering with a PE-backed, high-growth, business based in North Manchester, who are looking to appoint a Temporary Credit controller for 3 months. Having placed here previously, and received positive feedback on both the company & their friendly team, we can vouch that this is a great opportunity!

Gain further experience and knowledge that will benefit you in future roles!

### Responsibilities and Duties:

Chasing overdue invoices and payments in a timely manner

Working closely with team leader to produce weekly & monthly reporting

Working closely with wider Finance team to ensure ledgers are updated & accurate

Building positive working relations with key accounts

Dispute any deductions/credit requests that are invalid

Manage internal and external queries relating to customer accounts

Monitoring any orders placed on hold due to customer account queries

Process incoming bank receipts onto the system and allocating to customer accounts

Process cheques onto the system, allocating to customer accounts and banking cheques

Balancing the day books and noting any adjustments posted for Finance to review  
Compiling data for the department for the monthly Board Report  
Updating the Credit Note Analysis report on a daily basis  
Opening new accounts for customers, performing credit checks and terms reviews  
Using initiative to suggest and develop any improvements to current ways of working

Experience and skills:

At least 2 years Credit Control Experience

Excellent interpersonal and customer service skills

Strong written and verbal communication skills

Good organisational and time-keeping skills

High attention to detail and able to take ownership of their role

Good IT and MS Excel skills

Able to remain calm and professional when dealing with challenging situations

For further details please contact Lorna Duka at Axon Moore: (url removed)

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