

Credit Controller

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Company: Bayman Atkinson and Smythe

Location: Bury

Category: other-general

Credit Controller – Bury – Paying up to £27k

Based in North Manchester, this large and international Facilities Management company is seeking a Credit Controller to join an existing, talented finance team on a permanent basis.

The role would suit an individual with some experience working within credit control and working within a finance function. The company is difficult to reach on public transport so would really suit someone that lives nearby or someone that has full access to a car.

Key responsibilities:

- * Taking incoming and placing outgoing telephone calls
- * Supporting the Credit Control team by assisting in day-to-day tasks including data entry and handling paperwork
- * Answer queries from customers and consult with other departments
- * Producing daily sales ledger reports, liaise with customers to ensure invoices are paid in a timely manner
- * Maintaining the Credit Control inbox
- * Issuing and reconciling customer statements
- * Allocating payments
- * Update and maintain customer finance and credit records
- * Maintain and monitor customer credit limits
- * Scanning and filing
- * Managing documents and records: Archiving, recording, and retrieving company files, both physical and electronic

THE PERSON

- * You will have prior experience working in a finance department, ideally in a credit control/sales ledger role
- * An understanding of Microsoft Excel and Microsoft Word
- * Excellent communication and interpersonal skills, comfortable interacting with colleagues at all levels of the organisation
- * A customer-focused individual with a positive attitude
- * Good time management skills and ability to work to deadlines

This is a great opportunity to join a friendly, conscientious finance team with an employer that can provide a solid career path and be supported by a talented credit control manager who takes pride in developing their staff.

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