

Credit Controller

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Company: Tagged Resources Ltd

Location: Manchester

Category: other-general

The Company:

A leading supplier of Housewares are currently looking for an Experienced Senior / Credit Controller to join their growing team and to support the day-to-day management of the sales ledger.

Their customers are mainly based in the UK and consist of retailers ranging from well-known high street brands to small independent stores.

Reporting to the Finance Manager you will be involved in all aspects of credit control.

Key Responsibilities:

- * Proactively managing and collecting debts from an assigned selection of company debtors
- * Responding to client queries
- * Processing and allocating incoming funds
- * Reconciling accounts

- * Providing administrative support to finance team
- * Regular communication of issues to other stake holders.
- * Reducing/eliminating overdue debts
- * Adhere to credit and collection procedures
- * Regularly contacting customers by telephone and email to build strong relationships.
- * Assessing credit requests – complying with the Credit Insurance Policy and Invoice Finance procedures
- * Issue reports detailing customer payment shortfalls and aged debt analysis.
- * Post journals to clear deductions from the sales ledger.
- * Update customer records on the ERP system, detailing all debtors chase actions.

Skills Required

- * Excel Intermediate level (Pivot tables. vlookup etc.)
- * Experience in a similar role ideally dealing with retail customers from blue chip to small independents and the use of their various portals where applicable.
- * Previous use of Invoice Finance
- * Knowledge of Credit Insurance Policies and management
- * Excellent communication skills
- * Good negotiation skills

* Able to clearly explain financial matters.

* Attention to detail with good analytical skills.

* The ability to prioritise a heavy workload and be flexible in approach.

* Current Benefits

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Please be aware the duties listed above are an interpretation of the role and do not form any part of your employment contract. Please ask the interviewer any questions about the role that you wish to clarify.

Tagged Resources Limited acts as an employment agency. We have 25 years of Recruitment and Industry experience, working with Retail and Supply Chain markets and have various positions available. If this vacancy does not suit your experience and you are looking for a suitable role, please look at our website or follow us on social networking sites. All are updated daily.

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