

Job Title:	Credit Controller
Location:	Aberdeen
Responsible To:	Management Accountant
Direct Reports:	N/A
Review Date & Rev No	February 2020

Purpose of Job:	<p>The Finance Department is a key area within the Company, and its aim is to provide:</p> <ul style="list-style-type: none"> • effective financial transaction processing • relevant and timely financial management information and analysis • advice and guidance for effective business management • assurance of necessary compliance with statutory and regulatory financial requirements <p>The role of the Credit Controller is to support the above, with particular emphasis on transaction processing. Responsibilities are detailed in the section below, but due to the nature of the role these may change over time, dependant on department and company priorities and personal ability.</p>
Key Areas of Responsibility:	<p>The main responsibilities of the role, in conjunction with the Credit Control Supervisor and any other staff are to:</p> <p>Sales Ledger</p> <ul style="list-style-type: none"> • Pursue customers for overdue payments ensuring a professional, methodical and effective approach is applied at all times • Deal with customer queries and ensure appropriate action is taken to ensure timely payments e.g. raising credit notes as appropriate, liaise with Account Managers or Operations • To be proactive with large value invoices ensuring the customer has received invoice and has processed for payment – prior to invoice due date, to ensure no delays with payment. • Review and maintain stop list, letters and statements • Assist with processing of periodic, special invoices, milestones or self-billing accounts, uploading and monitoring Invoices via customer portals. • Assess creditworthiness of (new) customer accounts and ensure monitored on periodic basis against average and maximum spend • Assist in setting up new customer accounts and making changes to standing data, ensuring accuracy of data entered • Processing receipts during holidays and month end if required. • Assist with implementing performance measures for Department and Credit Control function. • Assisting with Credit Control month end reports as and when required. • Advise Management Accountant of any opportunities to increase margin on customer accounts or to improve cash flow e.g. 'lessons learnt'

	<p>Other</p> <ul style="list-style-type: none"> To assist with other activities as and when required Maintain good working relationship with customers, projecting professional image of company at all times <p>Continuous Improvement/Personal Development</p> <ul style="list-style-type: none"> To be responsible for knowing and understanding the Finance Department's targets and objectives To be responsible for understanding, agreeing and achieving personal objectives set by Line Manager/Department head To ensure adequate cover is available for (un)planned absence To adhere to the procedures as laid down by the HSE Management System and Quality Management System To adhere to the procedures as laid down by the Human Resource Management System and to take an active part in the Performance Management Process and the Competence and Training Programme To adhere to any duty rota which may be in force To put forward any suggestions for improvements To attend formal Team Briefings when requested in your own time To be a team member and actively promote communication and information sharing 	
Interfaces (Internal/External):	1. Accounts, Purchasing, External and Internal Sales, Stores, Stock Control, QA, IT, Branches, HR 2. Customers, Financial auditors	
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	Higher Grade Qualifications or other relevant experience	HNC or higher.
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	Experience within credit control	Extensive experience in Finance / Accounts
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	Computer Literate – particularly Excel and Word. Good written and verbal communications skills. Team Player. Conscientious, reliable and hard working. Customer focus (internal and external).	A good knowledge of vat regulations and withholding tax requirements. A good understanding of financial or ERP Systems and knowledge of basic accounting.

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____

Date: _____

Name in Capitals ()

Signature of Manager: _____

Date: _____

Name in Capitals ()