

Job Description

Credit Controller

Our Business Purpose

Providers of temporary site power, electrical safety and plant hire, coupled with continued reliable support, to the construction industry.

From our headquarters adjacent to Stansted Airport we are effectively able to meet the needs of our clients throughout London, the East and South East of England.

Our Vision

To bring new levels of service, safety and reliability, whilst providing quality plant for hire, to the temporary electrical industry.

To be admired for our management and staff development, and to be a company that people want to be part of.

Role Purpose

We require an experienced Credit Controller with the tenacity to build strong relationships with customers and colleagues. Reporting to the Financial Controller and managing the debt on their own portfolio of accounts to ensure prompt payment is received.

Main Responsibilities and Accountabilities

- Building strong relationships with clients and colleagues.
- Chasing debts through telephone, post and e-mail.
- Identifying problem accounts and assisting with query resolution.
- Daily cash allocation.
- Reconciliation of accounts.
- Credit checking and monitoring of new and existing clients.
- Preparation of contractual and legal proceedings.

Personnel & Training

As part of our ongoing management development policy you will be expected to work along side the internal HR function to identify training needs for both yourself and members of the team. Also, to assist in the implementation of training and development plans for your team as may be necessary.

Personal Development

The successful applicant can expect a personal staff development training programme, tailored to meet their specific individual requirements.

This is likely to include continued CPD as deemed necessary.

It is the Company's intention that this job description is seen as a guide to the major areas and duties for which the job holder is accountable. However, the business will change, and the job holder's obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Remuneration

Generous package and career progression for the right person according to qualifications and experience.

To apply please call Lin Eldon on
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Email: linda@multitechsite.co.uk

TEMPORARY ELECTRICS - PERMANENT COMMITMENT