



## JOB DESCRIPTION

**JOB TITLE: Credit Controller**  
**REPORTING TO: UK CFO**

### CREDIT CONTROLLER

#### **Objectives**

Reporting to the UK CFO, you will be committed to working as part of an effective team, working closely with the CFO to provide support to the business and its General Manager, whilst maintaining the highest standard of professional conduct at all times. Acting as an ambassador to position the company's reputation as a leading and respected employer. This is a challenging and rewarding role that is pivotal to the continued success of our business.

#### **Main duties and responsibilities (are to include the following but are not limited to)**

- Credit Control Chase Payments and Purchase Order Number
- Dealing with Invoice Queries and pass to relevant department to action if resolution not possible
- Allocate Cash to Customer Accounts
- Take Card Payments
- Raise Invoices and Credit Notes for ARC and Manned Guarding
- Month End Statements
- Set Up Customer Direct Debits
- Run Revenue Reports for MD/GM
- Run Month End DSO
- Holiday Cover for Payroll
- Administer Petty Cash
- To follow Health & Safety procedures set out by the company in order to ensure the safety of you, your colleagues and others. Also, adhere to the Company Health and Safety policy.
- Adhere to company rules and ensure compliance to ISO:9001:2015 & ISO 14001:2004.

#### **Development:**

- To identify opportunities, weaknesses, threats and introduce/develop improved and aligned company procedures and systems in conjunction with the CFO and company General Manager.
- To support all staff in their development and training.

#### **Key Skills/Experience:**

- Sage and Excel knowledge essential
- Several years' experience in a similar role
- You will need to be self-motivated, able to manage conflicting priorities and be very organised.

- You will have strong time management skills.
- Exceptional communication skills, both written and verbal at all levels with a professional approach.
- Have exceptional attention to detail and be able to work on your own initiative.

**PLACE OF WORK**

The post will be based from Estover, Plymouth. There may be the requirement for occasional UK travel.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as required.