



JOB TITLE: South West Accounts Receivable and Credit Control Administrator

REPORTING TO: Head of Finance South West

Objectives

Reporting to the Head of Finance in our South West region, you will be committed to working as part of an effective team, working closely with the Finance, Sales and Operations on the Plymouth site. This role will cover two key aspects of finance – accounts receivable and credit control

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

Sales Ledger

- Setting up customer accounts including initial background and credit checks
- Supporting regular invoice runs for customers
- Ensure invoicing queries are resolved in a timely manner, involving operations and sales teams as required

Credit control

- Liaise with debtors through e-mail, letter, and telephone
- Send out monthly statements to customers
- Implement best practice for maintaining credit control target of zero aged debt over 90 days
- Allocation of payments to customer accounts ensuring any issues are followed up promptly
- Support general maintenance of the AR ledger e.g. recommendations for write off's
- Maintaining accurate customer data at all times including credit limits and periodically reviewing credit ratings of high risk clients

Key Skills/Experience:

- Self-motivated, able to manage conflicting priorities and be very organised
- Experience of B2B and B2C credit environment
- Exceptional attention to detail and be able to work on your own initiative
- Strong computer skills including Excel. Experience of Nav and Sage would be advantageous
- You will have strong time management skills.
- Excellent communication skills, both written and verbal at all levels with a professional approach.

PLACE OF WORK

The post will be based from 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.