

JOB DESCRIPTION

<u>Post Title</u>	Credit Controller
<u>Responsible to</u>	Accounts Manager
<u>Responsible for</u>	No direct subordinates
<u>Location</u>	Company Headquarters on the outskirts of Newry
<u>Purpose of Post</u>	To develop, implement and maintain an effective and professional credit control system for the company group.

Responsibilities

- o Review present company credit control procedure, develop and implement improvements.
- o Ensure that the principles applied in the credit control policy are applied fully and consistently.
- o Set and monitor credit limits for customers.
- o Liase with aged debtors and retrieve monies owing.
- o Deal with any problems cited by customers for delay in payments.
- o Assist in developing and implementing a Direct Debit payment system for all customers.
- o Administer the Credit Application Form procedure at present used by the company and bring to completion by liasing with a credit scoring agency.
- o Liase with Accounts Manager in developing a plan of action for progressing continuing debtors.
- o Develop and maintain a system for monitoring customer performance in respect to payment and highlight any concerns shown to Account Manager.
- o Initiate proceeding if necessary in bringing an outstanding debt to a satisfactory conclusion.
- o Any other duties deemed by the company to be within the competence of the Credit Controller.
- o To keep the company up to date with new credit management procedures and techniques.

PERSONNEL SPECIFICATION

JOB TITLE Credit Controller

Criteria	Essential	Desirable
Qualification / Attainments	Acceptable level of education demonstrating good knowledge of credit management procedures.	A qualification in Credit Control or an extensive profile within this area.
Relevant Experience	At least 3 years experience as a Credit Controller in an organisation with a turnover of £ 2 million plus	Experienced in up to date methods and systems employed in Credit Control
Special Aptitudes	Computer literate Some working knowledge of Sage Line 50 Package. Windows 98 / ME. Excellent verbal and written communication skills Good at analysing situations Good organisational abilities Can work on Own Initiative	
Disposition	Tenacious Diligent in applying procedures	
Circumstances	Can work additional hours as necessary Can work unsocial hours if required	