

CREDIT CONTROL MANAGER

Primary duties could include:

- 'Hands on' responsibility and supervision of 1 member of staff.
- To monitor the developments within customer accounts and identify accounts that will require special attention
- To handle disputed accounts and negotiate to bring payment into line with terms
- Compile documentation for legal action and liaise with debt collection agencies
- Obtain sufficient information to assess the creditworthiness of new and existing customers and set up credit limits
- Work within company policy guidelines and report to the Financial Controller
- To take full control of the ledger and address major/difficult accounts
- Ensure the credit control department interacts well with customers and departmental colleagues, e.g. sales and division managers
- Improve departmental processes and procedures, e.g. invoicing, follow up, query management
- Negotiates with suppliers, e.g. credit information, credit insurance and debt collection agencies
- Categorise customers by investment level risk, and review this as appropriate (trade credit)
- Implement and improve the computerised sales ledger system
- Control accounts on "stop", for supply of goods or services due to overdue accounts,
- Instigate legal proceedings
- Protect the company's interests at creditors meetings relating to insolvent customers