

<https://giaconsultancy.co.uk/job/credit-controller/>

Credit Controller

Description

Are you a Credit Controller looking to take your skill to a legal setting and work in Manchester city centre? My client, a highly regarded law practice, are seeking to add to their team of Credit Controllers based out of their Manchester office.

Responsibilities

The duties and responsibilities include:

- Ensure invoice debts are collected in a timely manner
- Hold regular meetings with partners and case handlers to ensure all relevant debts are chased as necessary
- Following up overdue invoices by telephone, email and letter within agreed time scales
- Maintaining accurate notes on the credit control database which is used to keep a record of outstanding invoices and may be used to manage the scheduling of payment chasing
- Dealing with queries from case handlers, clients and other members of the Finance Department. Daily communication with cashiers and billing assistants. Establish working relationships with the partners in dealing with outstanding debts
- The Credit Controller will also need to use elite 3E to make general invoice enquiries therefore a working knowledge of excel and elite 3E is necessary for ad hoc queries and providing schedules to clients
- Cash collection and debtor day targets are agreed each month for each practice area of the firm, and debtor ageing levels are monitored. Regular team meetings with the senior credit controller are used to establish the most appropriate approach for chasing outstanding debts in the forthcoming period
- The role requires a methodical approach to ensure all relevant debts are chased, but the successful candidate will also need to be convincing and persuasive when communicating with clients and partners
- All duties necessary to support the management of outstanding client debts in line with agreed targets

Qualifications

To be appointed to this role you will have the following:

- Credit Control experience, preferably within a law firm and a good working knowledge of insurance market collections
- Ability to communicate at a senior level
- Ability to manage & prioritise an extensive caseload, while also meeting ad hoc objectives
- Ability to recognise potential risks to the Firm that should be escalated
- A working knowledge of excel spreadsheets is required
- A working knowledge of 3E, elite collections (or similar) would be preferable. Strong communication skills
- Ability to establish & maintain excellent relationships with both internal & external clients

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Credit Control

Job Location

Manchester

Working Hours

9am – 5:30pm Monday to Friday

Base Salary

£ 25000 - £ 25000

Date posted

March 6, 2023

- Ability to negotiate at a senior level and to influence towards a positive outcome for the Firm
- Ability to meet deadlines and work effectively and accurately, even when under pressure
- Ability to assist in promoting the role & importance of the Credit Control team within the Firm

Job Benefits

In return, the role is based in the city centre office until completion of probationary period then you could move to a hybrid home based / office based role.

Salary is circa £25,000 along with a fabulous benefits package and ongoing development and progression opportunities.

Contacts

Apply today for immediate consideration!