



EMPLOYMENT OPPORTUNITY

We are pleased to announce a full-time vacancy in our Finance Department for a Credit Controller reporting to the Group Finance Manager

The role briefly comprises of

Ensuring all customer debts are paid within terms by proactively chasing outstanding invoices by telephone, email and letter.

Ensure credit checks are carried out on all new clients to ensure credit worthiness.

Provide month end aged debt reporting

Reduce debtor days

A job description is attached

If you wish to apply for this role, please send your CV and a covering letter outlining your suitability for this role to Wendy Brady – HR Manager

E: wendy.brady@glevents.co.uk

T: 07988 832988

Closing Date for all Applications is Friday 12th April 2019.



UK

Job Description

Organisation: GL events Ltd
Job Title: Credit Controller
Location(s): Castle Donington
Role Objective: (brief summary of key function of role and where it fits into the organisation)
Reporting into the Finance Manager, this role is to carry out a number of credit control, accounting and administrative duties and to assist the UK BUs achieve the best possible cash flow from clients at the lowest risk.
Key Responsibilities: (list key tasks, responsibilities, deliverables etc.)
<p>Credit Control</p> <ul style="list-style-type: none">• Post daily receipts to the sales ledger and allocate correctly• Ensure that client debts are paid to terms• Meet cash & debtor day targets set by the FD• To proactively chase all outstanding invoices by telephone, email & letter• Maintain accurate records of all chasing activity inside Exchequer & Excel providing reporting on a weekly basis• Take the lead to work across the business to resolve queries with our customers• Provide accurate advice on debt queries• Respond promptly and completely to both client and internal enquiries• Undertake account reconciliations as required• Checking customer's credit ratings and advising as to risk to set up the terms and conditions of credit• Ensure monthly processing / accounting timetable deadlines are met as required• Send out monthly client statements/letters as may be agreed <p>General Accounting duties</p> <ul style="list-style-type: none">• Other tasks as requested by the Finance Manager and Accounting Timetable• To be flexible and work across other Finance function as and when required
Skills & Experience: (include generic, specific sector, people management, languages etc.)
<ul style="list-style-type: none">• Finance department experience within a similar role• Excellent communication skills, both verbal and written• Experience of using accounting systems and good excel skills.• Data manipulation and management.• Used to dealing with and achieving tight deadlines.• Good negotiation skills

- Effective time management.

Educational Qualifications:

Minimum academic level required:	Credit Control experience, general accounting experience
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Ideal academic level preferred:	AAT or equivalent
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Professional Qualifications:	
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Mobility Requirements: (requirement for national/international travel, overseas assignments)

Additional Specifications / Comments:

A friendly team player with good organisation skills, and excellent communication, verbally and written.