

## Credit Controller Job Specification

**Job Title:** Credit Controller  
**Department:** Accounts  
**Reporting To:** Finance Manager

## The Company

The Group Companies consist of Secure Retail, a leading distributor in Retail Payment Solutions and specialises in market leading tablet based point of sale hardware and ePOS software, SPT, solutions company for payment transactions and software requirements and Mobius Networks

## Aim of the Department

The aim of the Department is to process all outgoing invoices in a timely manner and to fulfil the legal obligations of the company.

## Purpose of the role

To manage the debts of creditors, ensuring timely payments are made, processing incoming funds, reconciling invoices, resolving account queries and managing debt recovery.

## Key Tasks

The following identifies the key tasks of the role:

### Cash Allocation

- Cheques & BACS
- Foreign receipts
- Management of Direct Debits
- Bank Charges
- Paypal/other on-line receipts

### Credit Limits

- Initial requests
- CIFS and CoCredo applications
- Update CIFS and CoCredo limits on the system
- Applying for credit limits and continually monitoring of limits
- Communication with insurers and liaising with the sales team to ensure the suitability of insurance credit limits on an ongoing basis.

### Aged Debtor Management

- Running the aged debtor list and actioning accordingly
- Maintenance of the ledgers to include;
  - Transfer between accounts
  - Matching unallocated cash to invoices

### Credit Control

- Top key accounts and other accounts as requested

### **Legal**

- Handling of credit hold action reports
- Sending letters before action
- Monitoring progress – internal & external
- Instructing solicitors

### **Manual Invoices/Credits**

- Inter-company and third party invoices and credits

### **Receivership**

- Closing accounts
- Dealing with liquidators/receivers (retention of title)

### **Other Regular Tasks**

- Processing insurance claims
- Dealing with various customer queries
- Banking
- Debtor monitoring
- Sending out manually invoices and statements
- Analysis of certain customers
- Reports required for internal customers

### **Skills**

- Experience of the Sales Ledger Process or Accounts experience
- Good Excel knowledge
- Ability to learn the company's software and policies
- Excellent communicate skills
- Good analytical skills and a methodical approach
- Have a positive and proactive manner
- Self-motivation to expand knowledge and skill set

### **Additional Information**

The Company offers 33 days holiday including Bank Holiday, Private Health Insurance, Company Pension and on-site gymnasium.

All employees undertake a DBS (criminal record check) and credit check.

### **Applications**

Please send your CV direct to Rachel Waby, HR & Training Manager by the closing date [rachelw@secure-retail.com](mailto:rachelw@secure-retail.com)