

## Credit Controller

The Credit Controller provides an important role supporting the Senior Credit Controller in maintaining the recoverability of debtors within the Group, principally, the trade debtors. The role also encompasses the raising and monitoring of all company fees in accordance with product terms and conditions and fee structures.

The role holder will assist in maintaining the Group's individual debtor ledgers by assessing, reconciling and categorizing existing debts on a frequent basis, and taking action over debtors that have aged to ensure collection. Under the guidance of the Senior Credit Controller, the role holder will help improve and develop existing and future credit control procedures and strategy to enable better management and efficient collection of debt.

The role holder will liaise with other departments and staff members as required to ensure fees are raised and debtors are recovered, reporting frequently on income and debtors positions and passing any contentious issues or decisions required to the Senior Credit Controller.

The role holder will also assist the Group Financial Controller and the overall finance team in other finance related tasks that are suitably appropriate as and when required, particularly around reporting and MI requirements.

### Principal Accountabilities:

- Dealing with general day to day administration of debtor collection and company fee raising.
- Maintaining and reconciling fee account cashbooks in order to agree receipts into bank back to fees received per the Group's pension scheme administration software.
- Work under the supervision of the Senior Credit Controller, but capable of carrying out work independently and overseeing others engaged in supporting tasks.
- Assistance in preparation of management information and reporting requirements.
- Reconcile and report on debtors on a frequent basis identifying any debts that have aged.
- Ad-hoc support and analysis for the Group Financial Controller and finance team
- Constantly challenge existing practices and processes and suggest improvements
- Achieve and actively maintain your skills and knowledge by carrying out continual professional development (CPD)
- Maintain and ensure accuracy of bookkeeping through Sage
- Responsible and accountable for own personal development i.e. prepare and actively operate personal training/development plans
- Assist in statutory accounts preparation and dealing with external audit queries where relevant
- Maintain confidentiality and demonstrate discretion at all times when dealing with sensitive information

You will, from time to time, be required to undertake other activities that fall within your capabilities as directed by management.

### Knowledge, skills and experience required:

- Basic skills are required in spoken English, grammar and numeracy, together with the ability to develop all skills in the future
- Ability in and confidence with maths accompanied by good IT skills, particularly in the use of spreadsheets

- Be working towards, or have already obtained, a qualification relevant to the field of accountancy (e.g. AAT, ACCA, CIMA etc)
- Desirable but not required - Ability to utilize Sage accounting software or experience with other similar software in order to maintain accounting records appropriately
- A basic understanding of SIPP and SSAS administration, knowledge of our commercial market place and where the Group sits within it.
- Strong interpersonal skills, exceptional attention to detail and excellent written and verbal communication skills
- Ability to work well under pressure, and to tight deadlines where required

A full job description is available on request.

This is a full time vacancy

Office hours are: 9.00am - 5.30pm Monday to Thursday & 9.00am - 5.00pm Friday (37 hours)

Start date: Immediately

Duration: Permanent

Location: Bristol

All candidates will be asked to confirm their eligibility to work in the UK at interview stage and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to – [HR@curtisbanks.co.uk](mailto:HR@curtisbanks.co.uk)