

CREDIT CONTROLLER

BRISTOL

2020



The Role

We are a leading provider and administrator of self-invested personal pensions (SIPPs), part of Curtis Banks Ltd, based at Temple Quay, Bristol just a 5 minute walk from the railway station. Our employees are a mix of all ages and there is a vibrant, fun culture that extends outside the workplace.

We offer a fantastic benefits package, including a generous pension scheme, flexible working, study support to help develop your qualifications and early close on Fridays to name but a few. For more details about us visit [Curtisbanks.co.uk](https://www.curtisbanks.co.uk) or find us on LinkedIn and Facebook.

The Credit Controller provides an important role supporting the Credit Control Team Manager in maintaining the recoverability of debtors within the Company, principally the trade debtors. They will assist to maintain the Company's individual debtor ledgers by assessing, reconciling and categorising existing debts on a frequent basis and taking action over debtors that have aged to ensure collection.

The Credit Controller will improve and develop existing and future Credit Control procedures and strategy to enable better management and efficient collection of debt. They will liaise with other departments and staff members as required to ensure debtors are recovered, reporting frequently on the debtor's position and raising any issues or decisions required to the Credit Control Team Manager.

You will

- Raise scheme fee invoices across all pension products proactively and in accordance with the product fee schedules.
- Deal with general day to day administration of the Company's debtors ledgers.
- Maintain and reconcile fee account cashbooks in order to agree receipts into bank, back to fees received per the Group's pension scheme administration software.
- Assist 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 analyse for the Financial Controller and CFO as directed by Team Manager.
- 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.
- Where relevant and appropriate, inform Account Managers, clients and financial intermediaries of specific matters or issues affecting their schemes, especially actual or potential problems.
- Proactively identify risk within the department and escalates concerns to Team Manager.
- Ensure that internal deadlines, all internally agreed key performance indicators and service standards are met.
- Fulfil any other reasonable requirement of the department or Curtis Banks

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Skills and Experience

- A sound and proven experience within Credit Control and pension's administration.
- Fully understands the data conformance needs of each system and where key data is mastered. Able to demonstrate exceptional information security control.
- Able to demonstrate the ability to identify data anomalies and issues and correct them at source or seek guidance as appropriate.
- Proficient in the use of excel at a minimum of intermediate level for the management of fee debt data. Adept at manipulating data for the purposes of MI and to service fee debt collection processes.

Working for Curtis Banks has never been so rewarding...

- Everyone receives a generous salary, 26 days holidays and the opportunity to take part in our fantastic Sharesave Scheme.
- Amazing Pension contributions from the business of 8%
- Benefits scheme that includes discounts from shops, gyms etc.
- Cycle to Work scheme and many more...