

Role: Credit Controller

Reporting into: Head of Finance

Salary: £20,000 - £22,000

Genpower is the exclusive distributor for Hyundai Power Products for the UK and Ireland.

We are presently seeking a Credit Controller to work within our busy Finance department. As a Credit Controller you will help to claim overdue fees which will require you to liaise with various stakeholders to ensure all amounts are collected by deadlines whilst also maintaining effective relationships.

You will arrange and contribute to weekly debt meetings and therefore excellent communication and working knowledge of financial regulation, legislation and current practice are essential for this role.

About You

You will have recently worked in a similar role with proven experience of working to deadlines and prioritising workloads. Ideally you will have experience of analysing and diagnosing problems and implementing effective solutions. You will not be afraid to pick up the phone to collect outstanding fees. You should have a flexible but proactive approach to the workload and be able to prioritise accordingly.

The ideal candidate will have proven experience in Credit Control, be customer focused and solutions driven. Good IT skills are required as well as strong work ethic and can-do attitude.

Key duties will include but will not be limited to:

- Dealing directly with the customer on account queries, invoice disputes and debit notes
- Chasing overdue invoices via telephone and email
- Raising Credit approval and processing credit notes
- Allocation of remittances to debtor accounts
- Responsible for own ledger of accounts and managing debt recovery
- Receipt of payments via BACs, Card and Cheque
- Reporting escalations and overdue invoices to Credit Control Supervisor when necessary
- Liaising with internal and external sales personnel and others as required to resolve issues within adequate timeframes
- To maintain a professional image conducive to the culture and ethos of the Smeg brand
- To undertake any other reasonable duties requested by your manager within your range of experience and competencies
- Other ad hoc duties when required to include providing general finance administrative assistance.

Experience & competencies required

- Experience of working in a credit control or similar role.
- Strong customer service experience.
- Strong IT Skills (Microsoft word, excel and a recent software package).
- Organising and planning own work.
- Positive team player.
- Good communication skills particularly on the telephone.
- Self-motivated.
- Attention to detail.
- The ability to work under pressure and to strict deadlines.

What is in it for you?

- Competitive salary.
- Perkbox
- Private health care plan.
- Dentist and optician cash back scheme.

HYUNDAI



- Increasing holiday allowance with service.
- Pension scheme.
- Opportunity to develop a long-term career.

To apply please send CV and Cover Letter outlining your suitability.

