

# Accountancy Capital

<https://www.accountancycapital.co.uk/job/credit-controller/>

## Credit Controller

### Description

**Job Title:** Credit Controller

**Location:** Swindon, UK

**Employment Type:** Full-time, Permanent

**Company:** Business Recruitment Agency

**Reports To:** Finance Manager

### Job Summary:

We are looking for a proactive and detail-oriented Credit Controller to join our dynamic recruitment agency in Swindon. The successful candidate will be responsible for managing the company's credit policies and ensuring timely collection of outstanding debts from clients. This role is crucial in maintaining our agency's financial health and will involve working closely with various departments to optimize credit control procedures.

### Responsibilities

#### Key Responsibilities:

- **Debt Collection:** Manage and monitor the company's accounts receivable ledger, following up on outstanding invoices by telephone, email, and written communication to ensure timely payment.
- **Credit Risk Assessment:** Evaluate the creditworthiness of new and existing clients, setting appropriate credit limits in line with company policies.
- **Client Liaison:** Build and maintain strong relationships with clients, addressing and resolving payment queries or disputes efficiently and professionally.
- **Account Reconciliation:** Regularly reconcile client accounts to ensure accuracy in payment records, identifying discrepancies, and working to resolve them promptly.
- **Reporting:** Prepare regular reports on debtor balances, aging analysis, and collection activities for review by the Finance Manager and senior management.
- **Credit Policies:** Assist in the development and implementation of credit control policies and procedures to improve cash flow and reduce debtor days.
- **Process Improvement:** Continuously review credit control processes, identifying areas for improvement to enhance efficiency and effectiveness.
- **Team Collaboration:** Work closely with the sales, billing, and finance teams to ensure seamless communication and resolution of client payment issues.

### Qualifications

#### Qualifications & Experience:

- Proven experience as a Credit Controller, preferably within a recruitment agency or similar business environment.

### Hiring organization

Accountancy Capital

### Employment Type

Full-time

### Beginning of employment

1st November 2024

### Duration of employment

Perm

### Industry

Recruitment

### Job Location

Swindon

### Working Hours

9-5

### Base Salary

£ 42,500 - £ 50,000

### Date posted

September 27, 2024

### Valid through

30.09.2024

- Strong understanding of credit control procedures, accounting principles, and financial regulations.
- Excellent numerical skills and attention to detail.
- Proficient in accounting software (e.g., Sage, Xero) and Microsoft Office Suite, particularly Excel.
- Strong communication and negotiation skills, with the ability to build positive client relationships.
- Self-motivated and able to work independently while contributing to a team-oriented environment.
- Ability to handle high-volume transactions and work under pressure to meet deadlines.

### **Job Benefits**

#### **Benefits:**

- Competitive salary based on experience.
- Opportunity to work within a supportive and collaborative team.
- Company pension scheme, holiday entitlement, and other benefits.

#### **Contacts**

Accountancy Capital are a leading [recruiter for Credit Controllers](#).