



Allied Universal are recruiting for an experienced Credit Controller to join our team at our head office in South West London.

We are looking for an individual that can add to the talent we already have within our accounts team and grow with the team as we acquire more business. As the Credit Controller you will support the Credit Control Manager with overseeing all debts owed to a company from existing and new debtors and manage new requests for credit.

The day-to-day duties of the Credit Controller are varied and include managing the debts of debtors, ensuring timely payments are made, processing incoming funds, reconciling invoices, resolving account queries and managing debt recovery.

Benefits Include:

- Annual salary of £25,000 - £27,000 per annum (Dependant on experience).
- Permanent contract of employment working Monday to Friday 09:00-17:00.
- Automatic enrolment on to company pension scheme.
- We offer internal training and development opportunities in an excellent working environment.
- 5-minute walk from Wandsworth Town station.

Core Duties & Responsibilities:

1. Taking a proactive role in managing and collecting debts within debtors terms and agreement.
2. Managing day to day running of ledger via telephone and email.
3. Daily reconciliation of payments received on to our accounting system (Sage Line 50).
4. Following up payments as needed and issuing chase letters where required.
5. Controlling customer credit risk.
6. Assist with preparing files for legal proceeding when required.
7. Responsible for maintaining and reporting on the sales and receivable records of the company
8. To continue good relationships with all clients & respond to any credit control queries raised in a timely manner.
9. Asses when to escalate queries to management to resolve any difficult queries raised.
10. Supporting the Accounts Receivable process ensuring that customer receive monthly statements.
11. Implementation of best practice credit control policies.

To be considered for this excellent opportunity you must have the following:

- Relevant Credit Controller job experience (minimum 3 years).
- Programs: Microsoft Word & Excel, Outlook, Accounting Systems (E.g. Sage Line 50 or similar).
- Professional communication and high level of written and spoken English.
- Ability to multi-task, prioritise tasks and work to deadlines.
- Highly self-motivated and able to deal with complicated collections.
- Pro-active and able to offer new solutions where appropriate.
- Attention to detail when administering databases.

To apply, please forward a detailed CV and covering letter explaining your suitability for this role

A.U Recruit is an equal opportunity employer