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|-------------------|-------------------|-------------------|-----------------|
| Job Title:        | Credit Controller | Job Category:     |                 |
| Department/Group: | Accounts          | Job Code/ Req#:   |                 |
| Location:         | Farnborough       | Travel Required:  | N/A             |
| Benefit Level:    |                   | Position Type:    | Permanent       |
| Salary Range:     | £25-£30k          | License Required: |                 |
| HR Contact:       | Michael Webb      | Report To:        | Finance Manager |

#### Job Description

Here at FTH we are a family business with over 40 years of experience in supporting local contractors, builders, landscapers and craftsmen, as well as the general public with all their plant and tool hire needs. We are now looking to strengthen our Finance Team by adding another Credit Controller who can specialise in query resolution and cash allocation.

As a member of our Finance Team you will work closely with our existing Credit Controller and assist in managing the investigation of sales invoicing queries, provide a first point of contact for all customer invoice queries ensuring that they are resolved within agreed timescales.

Working Hours - Monday to Friday, Full time (8am - 5pm)

#### Responsibilities

Ensuring that all invoice queries are dealt with within agreed timescales, fully investigated and that all parties are kept up to date with progress

Daily monitoring of the "invoices" mailbox ensuring that all customer correspondence is dealt with promptly.

Raising credit requests for authorisation in accordance with agreed procedure.

Raising and allocating credits once authorised.

Overseeing the credit control for all customers that have invoice queries. Ensuring that any invoices that are not in query are paid and that queries invoices are paid once the query has been resolved.

Assisting with any other credit control processes as required (trade references, customer credit application, allocation of bank receipts)

Carrying out detailed checks of invoice batches raised to ensure that all information is correct including pricing, hire periods etc

Confirmation of invoice batches once authorised.

Daily filing of customer contract paperwork.

Providing general support within the Accounts Team as required.

**Experience/Skills**

An excellent level of attention to detail as the Sales Invoices and associated queries can be complex

Excellent standard of communication both written and verbal

Methodical and logical thinking

Experience in a similar role preferred

A good standard of IT skills - Excel essential

Experience of using Sage Line 50 and Credithound would be an advantage

**Benefits**

28 days holiday, (inclusive of Bank Holidays)

Sales and loyalty bonus scheme

Perk Box

Birthday gift

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|------------------|------|------------|-----------|
| Reviewed By:     | Name | Date:      | Date      |
| Approved By:     | Name | Date:      | Date      |
| Last Updated By: | Name | Date/Time: | Date/Time |