



## **Job Specification**

**Credit Controller (Fixed Term – 6-9 months)**  
**Lincoln Based**  
**20-25 hours per week, 4 or 5 days per week**

To cover pending maternity leave, a fixed term vacancy has arisen for an experienced Credit Controller to join our internal finance team. Ideally you will have experience in a professional services firm or be able to appreciate the working relationships we have with our clients. You will be supported by the rest of the team, however it will be your responsibility to ensure that debt collection remains consistent during this period.

### **Key Responsibilities**

- Maintenance of client records within our sales ledger, including posting and allocation of receipts
- Collection of debts owed in accordance with laid down procedure and in conjunction with targets for cash collection totals and ageing of debts
- Liaising with directors and client managers on a timely basis on their aged debt
- Reviewing and checking queries on accounts, ensuring overpayments and under payments are followed up
- Processing debit/credit card payments in real time
- Monitoring client standing order payments to ensure they are keeping pace with debt. Liaising with director and client manager where necessary to rectify the position if required
- Monitoring and promoting Direct Debits as a preferred way to pay
- Managing the process of “going legal” to chase outstanding debts, communicating internally and with external bodies where required
- Maintenance of credit control records in document management system for team member reference
- Reporting to Chief Operating Officer to discuss credit control position
- Issuing “stop” work instructions to restrict work internally (and remove “stop” when debt is cleared)
- Assist fellow team members at peak times and to cover absence

### **Skills and Qualities Required**

- Experienced in a similar role
- Understanding of the professional services environment, experience preferred
- History of working to existing procedures to achieve targets for debtor days and cash collection

- Excellent communicative skills (for dealing with our varied client base and internal stakeholders)
- Excellent organisational skills
- Team player keen to build working relationships – flexibility to assist others in department and business as a whole
- Motivated and committed to provide an excellent service
- Good GCSE/O-level results (minimum Grade C in Mathematics & English Language)
- May have relevant professional qualifications (such as AAT)
- Proficient in Microsoft Outlook, Excel and Word and accounting software

### **Personal Skills**

- An open, can do attitude to work alongside the rest of the finance team
- Motivated, organised and efficient individual
- Helpful, accommodating attitude – a great team player
- Excellent communication skills
- Keen attention to detail
- Organised, strong administrator

### **Working Conditions & Package**

- 20-25 hours per week, ideally over 4 or 5 days
- Flexible working hours
- 23 days holiday per annum (FTE)
- Annual leave trading scheme
- Salary dependant on experience
- Discretionary bonus scheme \*
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme \*
- Death in Service benefit
- Childcare vouchers

(\*Upon successful completion of probationary period)

**To apply email your CV and covering letter setting out why you want to work for Wright Vigar and detailing your experience and current/most recent salary to John Richmond (HR Manager):**

[john.richmond@wrightvigar.co.uk](mailto:john.richmond@wrightvigar.co.uk)

**Please quote reference WV1806 in all correspondence**