

ROLE: CREDIT CONTROL

DEPARTMENT: ACCOUNTS RECEIVABLE

DEPARTMENT MANAGER: TANIA SMITH

PROPOSED DUTIES:

- Daily Cash posting
- Held Files – various Customers, according to Customer requirements
- Credit Control – Worldwide areas
- Credit Control – Overseeing Foreign Offices
- Monthly Commercial Manager query spreadsheets
- Scanning
- Bank Run
- Month-end duties
- Ad-hoc spreadsheet work
- Possible monthly Agent/Contra reconciliation & control

The above are the key areas covered by this position, however the role may expand to cover other areas depending on how we find the workload and the particular skills of the person involved.

The position will include working as part of a team and will work under direct supervision of the Department Manager Tania Smith.