

Credit Controller (Part-time) – Job Description

PPSS Group design, manufacture, and supply high performance body armour, as well as slash, cut and bite resistant clothing.

We are looking for a credit controller to join our finance team, reporting directly to the Finance Director you'll be responsible and accountable for prioritising and proactively collecting debt and contacting customers with overdue accounts on behalf of the businesses.

It is important that the successful candidate is highly organised, pro-active and has a great attention to detail.

Responsibilities:

- Ensure overdue debts are followed up regularly by telephone and email, and problem accounts are escalated for review and further action
- Maintain accurate records on internal systems, such as Sage50 and SalesForce.
- Attend and contribute to debt review meetings chaired by the Finance Director
- Produce reports for management, tracking aged debt etc.
- Be able to build a rapport with customers
- You'll also be working closely with an Administrative Assistant and must support each other during any busy periods

About you:

- Good IT skills are a must (especially Microsoft Excel)
- A professional and confident telephone manner
- Excellent influencing and negotiation abilities
- Excellent team player
- Good organisation skills

Working pattern:

- 30 hours per week, ideally 10am – 4pm (but negotiable)

Salary:

- £16,235.29

Other benefits:

- Free onsite parking
- Casual dress
- Company pension scheme
- Staff discount

