

# Graham Heath Construction Limited



## Job Title : Credit controller (Maternity Cover)

We are seeking a detail-oriented and proactive Credit Controller to join our finance team. The successful candidate will be responsible for managing the credit control process, ensuring timely collection of payments, and maintaining strong relationships with clients. Coordinating the amounts owed by existing debtors and managing new requests for credit.

### Tasks

- Checking customer's credit and approving or denying it, based on industry standards
- Negotiating payment plans and setting up terms and conditions
- Setting up repayments and working with Debt Counsellors
- Ensuring customers pay on time and charge them for overdue invoices
- Starting legal proceedings if clients do not pay their debts on time
- Liaising with Solicitors and Bailiffs
- Maintaining accurate records
- Implementing changes in the company's credit control system
- Taking a proactive role in managing and collecting debts of company debtors
- Evaluating new credit requests and reviewing customers' credit rankings with banks
- Setting up of terms and conditions of credit
- Ensuring timely payment of debts
- Following up payments as needed
- Negotiating re-payment plans
- Responding to relevant client enquiries
- Processing and reconciliation of invoices
- Checking and posting of receipts to accounting systems
- Preparation of statements, client statements.
- Mitigate risks and maximising profits by ensuring credit issued by the company is paid in full and on time.

### Credit Controller skills and qualifications

Successful Credit Controllers are comfortable communicating clearly with both individuals debtors and company executives. Bonus skills include familiarity with accounts receivable procedures and reconciliation of month-end accounts. A successful Credit Controller candidate will have various prerequisite skills and qualifications that include:

- Excellent customer service
- Patience and the ability to remain calm in stressful situations
- Analytical skills and thorough attention to detail
- The ability to listen and negotiate with customers
- Excellent verbal communication
- Persistence and determination
- Familiarity with data entry software
- Ability to work well in a team

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**Credit Controller experience requirements:**

- Competent in Sage 50 accounts, Outlook, Word and Excel
- Sending chasing letters
- Purchase ledger experience

This is a great opportunity to step into a stable, well-run finance team and play a key role in maintaining cash flow through a defined contract period.

To apply email a copy of your C.V. to [paul@gh-construction.co.uk](mailto:paul@gh-construction.co.uk)