



ALLPAY LIMITED
JOB DESCRIPTION

Owner	HR Manager	Date Created	28/01/2010 14:48:00
Classification Level	Restricted	Template Version	General Form v1.4

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1. JOB IDENTIFICATION

Job Title: Credit Controller
Responsible to: Credit Manager
Department(s): Finance

2. JOB PURPOSE

Credit control for allpay Limited, ensuring collection of money owed in a timely and efficient manner.

3. DIMENSIONS

Responsible for;

1. Ensuring incoming cash flow is maximised and bad debt risk is minimised via the collection of coming due and overdue debts.
2. Delivery of exceptional customer service to all internal and external customers.

4. ROLE OF DEPARTMENT

To keep and maintain financial records.
To prepare and plan internal financial information.
To analyse financial performance against set targets.
To manage the relationship with debtors.
To manage the relationship with creditors.
To pay employees.
Comply with all relevant legislation and tax requirements.
To deliver exceptional customer service to all internal and external customers.



5. KEY RESULT AREAS

Responsible for;

- Pursuit of overdue accounts by the most appropriate methods, ensuring clients pay within their agreed terms.
- Understanding client payment behaviour and maximising this to improve collection methods.
- Continually striving to reduce debtor days.
- Actively encouraging clients to pay by DD.
- Ensuring monthly statements are prepared, printed, vetted and ready for distributing in a timely manner.
- Ensuring queries are dealt with in a professional & efficient manner, clients and internal customers are dealt with as appropriate. Ensuring accurate records are maintained.
- To inform the Credit Manager immediately of all important developments / problems and report on status of Customer accounts on a regular basis.
- Meeting internal and external reporting requirements, highlighting debt risks as appropriate.

To assist in carrying out Know your Business (KYB) checks on clients, making recommendations to CFO to proceed or not proceed.

To assist and support the Sales Ledger Function, standing in as required.

To stand in for the Credit Manager as appropriate.

To contribute to the continuous improvement process for area of responsibility.

"The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post".



6. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

Substantial experience in a similar role.

Experience of Know your Business (KYB) checks – desirable.

Evidence of working to deadlines and challenging environments.

Accuracy and attention to detail.

An organised and methodical approach to working.

Excellent interpersonal skills with the ability to communicate at all levels with both financial and non-financial management.

Ability to work independently and as part of a team contributing positively to team culture and creating an engaging, supportive and professional environment.

Positive and proactive approach to change and actively looking to improve processes and procedures.

Computer literate, specifically good Excel, Word and Outlook skills.

Maintains confidentiality.

To keep up to date with changes to statutory guidelines.

7. JOB DESCRIPTION AGREEMENT

We confirm that this conveys a full and accurate description of the job as at 31st May 2017.

Job Holder's Signature:

Date:

Manager of Department Signature:

Date:

Director of Department Signature:

Date: