



## Credit Collector – Finance Administrator

### Job Description

Reporting to: Finance Director

Acting as a member of the Finance team, monitoring high volume of Sales Ledger and actively recover monies owing to Movolytics through the outlined Collections procedures. Credit controllers liaise directly with customers and are expected to be professional, firm, courteous and behave appropriately as a representative of the company in the course of their duties.

The role also offers finance administrator duties involving month-end tasks and ledger reconciliations.

The successful candidate will have previous experience in collections and will also demonstrate excellent proven results in the past.

This is a fantastic opportunity for the right candidate to shine in an environment recognising success and personal achievements.

Position is based in St Ives (Cambridgeshire).

Part-time position can be considered for the right candidate.

#### **Main Duties:**

- Monitor all customer accounts and identify overdue monies owing to Movolytics
- Liaise directly with clients via telephone and email
- Chasing overdue debts and building relationships with clients
- Manage and resolve collections & billing queries internally and externally
- Transfer csv files to initiate automated posting of receipts
- Control transfer automation accuracy
- Raise manual invoices
- Transfer & control new sales orders for billing readiness
- Assist with setting up new customer accounts and processing direct debit mandates
- Ensure ordered records are kept of customer information and process any changes to customer accounts or direct debits
- Timely communication of progress to line manager including relevant reports in Excel as required
- Assist with invoicing runs or other large-scale customer communication
- Work collaboratively within Collections and/or Operations teams to reach monthly targets
- Liaise with collection agency on customers that require escalation
- Any other reasonable task delegated
- Work under pressure and high volume of transactions

## **Skills**

- Good interpersonal skills and excellent communication skills
- Good numeracy skills
- Confidence and the ability to place pressure on individuals and companies who owe money
- Organisational & problem-solving skills
- Ability to negotiate
- Experience in Netsuite & Salesforce preferred
- Immediately available preferred
- Spanish language preferred