

Credit Controller – London

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Monday – Friday 9:30am – 5:30pm
Department:	Credit Control - Finance
Location:	4 th Floor, 30 Great Pulteney Street, London W1F 9NN
Salary:	Negotiable

Purpose:

To manage the LCP credit control process within an allocated portfolio of Clients to ensure debt is collected, aged debt is minimised, and Client issues or queries are resolved in a timely fashion.

Key Responsibilities:

- Collect debt.
- Manage emails in and out of the business.
- Reduce aged debt.
- Liaise with Asset Manager's when necessary to push for query resolution.
- Keep full notes and diary management up to date.

Person Specification:

- Fast learner.
- Team player and can also work on own initiative.
- Organised.
- Credit control in property would be beneficial but is not essential.
- Credit control experience necessary (at least 2 years).
- Committed to overall excellence and particularly provision of excellent service at best value.
- High standards of integrity, fairness and professionalism with the ability to build trust and respect.
- Knowledge of relevant legislation.

Qualifications / Training:

- 2 years previous experience working within Credit Control