

Credit Control Supervisor – West Midlands

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Monday – Friday 9:00am – 5:00pm
Department:	Credit Control - Finance
Location:	LCP House, Pensnett Trading Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose:

To supervise and support the LCP Credit Control Team and work closely with the Credit Control Manager whilst processing an allocated portfolio of Clients. Ensuring debt is collected, aged debt is minimised, and Client issues or queries are escalated with the relevant colleagues to enable resolution within a timely fashion.

Key Responsibilities:

- Standard Credit Control [own ledger].
- Manage the relationship between litigation Solicitors and LCP.
- Monthly review meetings and overview of a schedule of legal matters.
- Ongoing training and support for the team, providing assistance to improve team performance.
- Distribute new properties out to the team, ensuring the ledger numbers throughout the team are evenly balanced.
- Training new employees and/ or delegating out to members of the CC team.
- Weekly meetings with Finance Directors to review high level debtors.
- Point of contact for Insurance Department.
- Overseeing the queried items and pushing for resolution.
- Ledger reviews with Credit Controllers and Asset Management (some travel may be involved).
- Recruitment.
- Ad-hoc duties delegated by Credit Manager.

Person Specification:

- Strong organisational and administrative skills.
- Able to take on responsibility and work on own initiative.
- The ability to build, develop, supervise, and maintain working relationships.
- Credit control experience necessary (at least 2 years).
- Supervisor / management experience desirable but not essential.

Qualifications / Training:

- CICM level 2 or 3 desirable but not essential