

## Credit Controller – West Midlands

<b>Contract:</b>	Permanent
<b>Full Time / Part Time:</b>	Full Time
<b>Hours:</b>	35 Hours Monday – Friday 9:00am – 5:00pm
<b>Department:</b>	Credit Control - Finance
<b>Location:</b>	LCP House, Pensnett Trading Estate, Kingswinford, DY6 7NA
<b>Salary:</b>	£22,000 - £25,000 p.a.

### **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:**

- No qualifications necessary, on-going training provided.