

JOB DESCRIPTION

Job Title:	Credit Controller
Department/Cost Centre /Location:	Accounts - Sutton
Company / Division:	Mitchell Diesel Limited
Reporting to:	Financial Controller
Main job purpose: To manage the Mitchell Diesel debtors ledger ensuring customers pay to terms and provide support to TEPS (part of the Turner Group)	
KEY DUTIES AND RESPONSIBILITIES :	
<ul style="list-style-type: none"> • To set new customers up on the Company ERP systems once authorised by Financial Controller; • Maintain customer records on ERP systems; • To seek credit insurance limits for international customers; • Resolve any external or internal issues to enable customers to pay invoices; • To chase customers for payments and if debts overdue utilising credit stop/7 days letter/legal action to recover debt; • To take customer credit card payments; • To manage cash in advance accounts; • To produce monthly cash forecasts and update group on a daily basis; • Run daily bank receipts from Barclays Net and match to customers remittances; • Post cash received to Syteline customer accounts on a daily basis; • Reconcile daily cash posting between Syteline and bank statement; • To provide daily cash sheets for entering in cash book receipts; • To update monthly aged debtor reports with comments to send to Group. 	
SKILLS, QUALIFICATIONS, AND EXPERIENCE REQUIRED:	
<ul style="list-style-type: none"> • 10 years plus experience in a fast paced credit control role, good standard of education, good IT skills, excellent communication skills. 	

JOB DESCRIPTION: (Cont'd)

LINES OF COMMUNICATION:

(Outline key contacts on a regular basis as required by the job)

- Financial Controller, Customers, Business Managers and Staff, Bank Staff

LEVELS OF AUTHORITY:

FINANCIAL: None

PERSONNEL: None

ANY OTHER DUTIES / RESPONSIBILITIES:

- Any other tasks as directed by Financial Controller
- Adhere to all company policies, procedures and business ethics codes
- To carry out your duties within the company Quality, Health and Safety and environmental procedures