



FULL TIME VACANCY

CREDIT CONTROLLER

About Elite

Elite Office Furniture UK Ltd is a leading British manufacturer of office seating, desking and storage furniture. Operating successfully since 1986, a vacancy has arisen for an experienced Credit Controller working as part of a team in a busy office environment based in Goole. This is a full time, permanent position.

The Role

- Contacting business customers when payment are overdue
- Asking customers to settle their account and explaining the terms of their credit
- Using specialist computer databases to check credit records
- Setting up new accounts and maintaining customer files
- Processing payments
- Starting legal proceedings if invoices are not paid within an agreed time
- Liaising with solicitors where necessary
- Resolving invoice queries to amicable resolution
- To be responsible for the day to day running of the sales ledger
- Month end reporting

Skills Required

- Good spoken and written communication skills
- An assertive but tactful manner
- Calmness under pressure
- An organised and methodical approach
- The ability to work to strict deadlines
- Good negotiation skills
- The ability to explain financial matters firmly and clearly
- Good mathematical skills
- Administrative and computer skills
- High standard of written and verbal English
- Ability to communicate effectively at all levels within a large organisation
- Proven relationship building skills
- Flexible approach to work, willing to play a full role in ensuring the success of the team and the business
- A positive attitude to work offering flexibility, commitment and support in a changing environment
- Detailed understanding of the sales order process
- Ability to meet tight reporting deadlines
- Attention to detail and a high degree of accuracy in recording and reporting

To apply for this role please send your CV with a covering letter detailing how you meet the above requirements to:

Lawrence Burrows, Financial Director

Lawrence.Burrows@elite-furniture.co.uk

A competitive salary based on the individuals experience is available for the right individual. Elite Office furniture UK Ltd is an equal opportunities employer.

No Agencies Please.