



# VACANCY

## Credit Controller – 3 Month Fixed Term Contract

We currently have a vacancy for a Credit Controller. Working as part of a team but able to work independently, the successful candidate must be computer literate, accurate and analytical. You will have a flexible attitude, and the ability to work under pressure and to meet deadlines. You will also be able to communicate effectively with other departments and customers. Although a temporary contract initially, it may lead to a permanent position for the right candidate.

Credit Management qualifications are an advantage, but not essential

Tasks include:

- Collection of outstanding debts
- Process direct debit payments
- Liaise with other departments to resolve queries
- Report to management on overdue debts
- Create and maintain sales ledger accounts
- Process cash book receipts including banking
- Process invoicing for Service Department
- Holiday cover for order processing

Starting date: ASAP

Full Job Description available upon request.

CV's to [christina.ryan@wessexlifts.co.uk](mailto:christina.ryan@wessexlifts.co.uk)

CLOSING DATE: 23<sup>rd</sup> November 2018

An Equal Opportunities Company