



## Credit Controller (Part time)

Yorkshire

£-Attractive

A fantastic opportunity is available for a confident and enthusiastic individual to contribute to a successful, dynamic, growing company as a part-time Credit Controller. Based in beautiful surroundings and working part-time hours; a minimum of 24 hours a week over 5 days within the hours of 9am-5pm Monday to Friday you will be responsible for the full credit control function and ensuring risk of bad debt to the business is minimised. My client is a well-established UK company operating within the growth industry of environmental consultancy and compliance. The company has achieved year on year growth and is the perfect environment to make an impact within a friendly, passionate and ambitious team. Some of your responsibilities will include but not be limited to; Daily bank reconciliations; Monitoring and responding to finance related emails to include processing remittance advices; Processing cheque payments; Credit control in line with existing procedure; Management of member payment plans; Sending statements to members and suppliers at month end and ad-hoc as required; Processing payments through the online banking platform; Support with additional finance and admin-related tasks as required. In order to be considered you will be;- Fully adept with Microsoft Office packages including Outlook, Excel and Word being particularly competent in the use of Excel and have:- A minimum 12 months credit control experience; Excellent verbal and written communication skills; Highly organised and conscientious approach; Positive, enthusiastic outlook; Team orientated with a 'muck in' approach; Confident telephone manner; Quick to learn; Strong work ethic; Work well under pressure; Able to work under own initiative; Minimum of grade C GCSE in English and Mathematics; Knowledge of Xero accounting software preferred but not essential. In return on offer is a basic Salary of £19,760k (£23k with bonus achievement) pro-rata; Opportunity and support with personal development and progression; Attractive holidays, flexible working hours, pension, medical insurance, sabbaticals and membership to the all-encompassing employee health and well-being programme; Other benefits include regular team building events, volunteering opportunities and many more.

For full details, please email a copy of your CV to  
[Rebecca@candovergreen.com](mailto:Rebecca@candovergreen.com) quoting job ref: RB2542

