

Vacancy – Brother Sewing Machine Europe – UK Branch

Job Title: Credit Controller
Reporting to: Josephine Byrne, Team Leader
Department: Sales and Finance Office
Salary: Competitive

We are pleased to announce that we have an opportunity for a finance professional to join our small team within our Brother Sewing Machines UK Branch.

The successful candidate will assist in the efficient collection, control and administration of monies owed to the Company within the guidelines determined by the agreed credit terms

This varied and interesting role demands an organised, conscientious and accurate approach with duties spanning the BSME UK Branch sales and Agency ledgers. These ledgers require a responsible and dedicated controller, experienced in questioning discrepancies as appropriate and chasing up issues through to completion.

Main Duties

- Collection of monies mainly by telephone, with further contact by e-mail and letter when necessary, ensuring all payments are made within agreed credit terms, advising senior management of any discrepancies or issues.
- Dealing with customer account queries, generating daily invoice and fortnightly statement run, raising credit notes, cancelling & re-issuing invoices, allocating debit notes and running ledger reports.
- Allocating all payments received, efficiently and accurately.
- Weekly/Monthly reconciliations of all processes.
- Placing accounts on Stop when required, limiting deliveries and order processing in accordance with company policy.
- Daily billing run.
- General administration duties and cover for colleagues as and when required.

Essentials

- Previous credit control experience.
- Excellent organisation, administration and time management skills.
- Conscientious and be capable of meeting strict deadlines.
- Good working knowledge of Microsoft Office.
- Excellent telephone manner and customer service skills.

Desirable

- A proficient knowledge of SAP is preferred.

This is a fantastic opportunity and interested candidates should email a detailed CV to recruitment@brother.co.uk

Closing date for applications is 17th July