

JOB DESCRIPTION

JOB TITLE:

CREDIT CONTROLLER

NAME OF JOB HOLDER:

REPORTING TO:

ACCOUNTS CONTROLLER

PRIMARY RESPONSIBILITIES:

Working within guidelines, codes of practice and company Credit Policy in order to ensure that Credit Control areas relating to Merton Group UK Ltd are maintained, reported on and that appropriate actions are taken.

To provide fair and equitable trading arrangements for our customers, whilst ensuring firm control is maintained over the resources of the Company.

MAIN DUTIES:

1. Responsible for ensuring that areas of Credit Control as laid down by operating procedures and codes of practice are maintained.
2. Responsible for the integrity of Sales Aged Debt Report.
3. Responsible for monitoring and obtaining payments from customers.
4. Responsible for monitoring Customer Credit Limits and for reporting to appropriate levels of authority.
5. Responsible for checking and accepting every delivery/consignment note prior to release of goods for delivery.
6. Resolution of Sales Ledger queries to include maintaining the matrix and liaising with CSU, together with supplying copy invoices and proof of deliveries.
7. Responsible for issuing 7 Day Letters and other relevant correspondence to customers who are late in payment and for the issuing of Summons and other relevant documentation via solicitors.
8. Responsible for maintaining relevant customer files appertaining to the Accounts Department.
9. Responsible for maintaining and reporting on appropriate ledgers.
10. Banking monies in absence of Chairman (Operations).
11. Responsible for all Credit Control aspects of customer communication as delegated and empowered from Chairman (Operations).

12. Responsible for ensuring that new customers' account paperwork as per Company Credit Policy and Codes of Practice are processed, progressed and actioned where appropriate.
13. To be aware of ISO 9001. 2008 and ISO14001. 2004 Company Procedures appertaining to the Accounts Department.
14. Responsible for issuing trade references as requested.
15. Responsible for ensuring that certain Accounts Controllers duties – where specified and training received - are actioned appropriately in times of Accounts Controllers holiday, sickness or other absence.
16. Obtain from designated Credit Information Agency, credit reports on all customers and make suggestion of credit limit.
17. Resolution of sales ledger queries.
18. Maintenance of Accounts Department Management Statistics and information as required.
19. Responsible for the completion and progress of Customer Complaint Forms (CCFs) through to authorisation.
20. Check on-line banking system daily, passing balances to Purchase Ledger Co-ordinator and processing BACs, Cheque's and Cash receipts.
21. Maintain end of month balancing of daily banking.
22. Liaise with designated credit Indemnity Company on non-payments and pass debts for collection when applicable.
23. Monitor held orders.
24. Prepare and attend Credit Review meetings on a monthly basis.
25. Check all customers with balances over £5,000 on a weekly basis.
26. Process credit notes, update SID register with details and send out to customer.
27. End of month close down which includes provision of reports for Company accountants and Directors.
28. Print monthly statements.
29. Any other reasonable duties requested by management.

**Signed for and on behalf of
Merton Group UK Ltd**

**Signed by employee – confirming that
employee is in agreement with details
as laid out in this job description and
will carry out duties and
responsibilities at all times.**

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Date:

Date: