



Credit controller, Swindon (part-time)

An opportunity has arisen within the accounts department, for a part-time credit controller to join the established team at County Park.

The main responsibilities of this role, which reports to the credit control team leader, will be to ensure the timely collections of debts, dealing with customer accounts and any queries or disputes as they arise.

Key tasks include:

- Being part of a credit control team handling the debtors ledger
- Assisting with new account applications and daily stop lists
- Recording and preparing paperwork for disputed accounts, escalating queries and communicating with customers
- Distributing invoices, statements and other correspondence to clients as required
- Problem solving for clients and communicating all information internally.

The successful applicant will have previous experience in a credit control role, have good working knowledge of credit control and must be literate in the use of both Microsoft Word and Excel.

Applicants must have excellent customer service skills, be able to build relationships with customers and be a team player. Applicants should be comfortable when working to deadlines and time sensitive pressures, as well as having an understanding of accounting principles.

This is a part-time role. The successful applicant will work 19.5 hours a week - 09.30 to 17.00 on Wednesdays, Thursdays and Fridays.

**Please email your CV to join@hills-group.co.uk - quoting vacancy reference HGL815.
Alternatively contact the Hills recruitment hotline on 01793 781193 for an application pack.**

The Hills group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.

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