



## Credit controller (Swindon)

**An opportunity has arisen, within The Hills Group accounts department, for a credit controller to join the established team at our County Park head office.**

Reporting to the credit control team Leader, the successful candidate will be responsible for ensuring the timely collections of debts, dealing with customer accounts and any queries or disputes as they arise.

Key tasks of this role involve:

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

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

**Please email your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) or contact the Hills recruitment hotline on 01793 781193 for an application pack quoting the Vacancy Reference HGL1065.**

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

[www.hills-group.co.uk](http://www.hills-group.co.uk)