**Junior Credit Controller – Job Description**

**Department:- Finance**

**Reports to:- Credit Manager**

**Location:- Nepicar House**

**Based:- Wrotham,Kent**

**Role:- Full Time**

**Purpose of role**

This is an exciting role within the Credit Control team ensuring all revenue is collected in a timely fashion and dealing with the associated queries that come up. This position offers an excellent opportunity to develop a career in credit control.

**Summary of Responsibilities**

1. Responsible for a set of accounts to chase by phone and email, covering Foundation Trust debts on the Healthcare ledger. Proven ability to communicate clearly and to create good relationships with funders.
2. Reporting and tracking of collection progress to the Credit Manager.
3. Dealing with a high level of sometimes complex queries and escalate where necessary.
4. Raising credit note requests for your own accounts and working closely with the billing team when queries arise.
5. Monitoring and logging credit rejections and locating extra backing if needed to re submit the credit request.
6. Assisting the credit control team with obtaining observations and funding documents that are requested by funders.
7. Assisting the credit control team with invoicing uploads onto portals to ensure prompt payment.
8. Assisting the team with account reconciliations if required.
9. Adhoc tasks for the wider team.

**Person Specification**

Our billing processes can be quite complex, so the ideal candidate will need good communication skills and be adept at resolving queries. They should be willing to work as part of a team and demonstrate the ability to prioritise their workload to meet targets. A strong proficiency in excel is desirable.

Previous experience of credit control or similar role is desirable. Also, knowledge of billing and how it works would be of benefit.

***We offer an excellent package which includes contributory pension scheme, free life assurance, 25 days annual leave plus an additional paid birthday and anniversary days leave*.**

**If you are interested and meet the above criteria, please contact Jolene Paterson, Credit Control Manager.**