



Credit Control /Sales Ledger Clerk – Leeds – Part Time

Company: William G Search Limited
Location: Whitehall Road, Leeds, LS12 6EP
Job Type: Permanent, Part Time (may be flexible in relation to hours)
Job Category: Credit Control Clerk
Salary/Wages: Range- see Sheena for further information
Job Reference Code: 2020-0702SF
Posted: 07/02/20

This is an established role based at our Leeds Head Office and situated in our busy Accounts and Credit Control Office.

Objective

To provide a friendly, flexible and professional service to all our customers ranging from an individual to Blue Chip companies throughout the UK. The successful candidate will ensure that invoices are paid within the agreed terms and all associated paperwork is maintained and filed within the current GDPR regulations.

Responsible to

You will be responsible to the Supervisor of the Credit Control Department, whilst being individually accountable for your own tasks on a daily, monthly, and annual basis.

Duties

- Daily checking of on-line banking
- Post daily deposits in Sales Ledger
- Sort incoming mail and process any cheques/payments
- Daily communication with clients and internal departments regarding status of their account
- Daily communication with clients and internal departments regarding any overdue payments
- Keep internal ledger and logs accurately updated (hard copy and electronic)
- Keep data relating to our clients updated on all our systems, e.g. change of address/ contacts/ telephone numbers etc
- Communication with our internal departments regarding changes/updates on client accounts
- Set up new clients by completing all appropriate checks and completing welcome letters
- Keep filing up to date for your client base (this includes archiving)
- Follow data protection policies and procedures
- Preparation of documentation for the customer service letters
- Occasional switchboard cover
- Any other projects as required by the management team



Person Specification

Essential Skills

- Excellent communication and administrative skills
- Good organizational and time management skills
- Ability to meet strict deadlines
- Experience of customer service and client communication
- Must be numerate with the ability to create and edit basic Excel spreadsheets
- Good command of written English, and the ability to use Microsoft Word.

Desirable Skills

- The successful candidate will develop within the role and as such have an interest in all elements of accounts. They will have 1-3 years' experience in an Accounts or Credit Control / Debt Recovery environment, with the will to learn on the job to enhance their skill set within the department.
- Ability to produce a Mail Merge using Microsoft Word
- Experience of taking credit card payments using an online based system. However, the ability to learn this skill set will be required

Training

- In house training would be provided specific to the company's systems.
- Depending upon aptitude, commitment, and current skills of the successful applicant external training may also be available.

Other

Hours of Work: Ideally 9:30 a.m. to 3:30 p.m. Monday to Friday but may be flexible with start and finish times for the right candidate.

Starting salary: c£on application per annum
Holidays: based on 22 days per annum plus statutory days
Location: Whitehall Road, Leeds, LS12 6EP 01132639081

Further company/product details: www.wgsearch.co.uk

Applications: Email your CV to creditcontrol@wgsearch.co.uk quoting the job reference number 2020-0702SF (please indicate where you saw the advertisement)