**Job Title**: Credit Controller **Hours:** 40 hours per week (Monday to Friday – 8.30am to 5.00pm)

**Location:** Great Blakenham, Ipswich

**Duration** Permanent  
**Reporting to:** Financial Controller

**Pay:** £25,000 to £30,000 (depending on experience) per annum

|  |
| --- |
| Sackers is a family owned and managed business, with revenues of over £36 million per year. We employ over 85 staff and have strong future growth plans. We pride ourselves on being the sustainability experts and aim to recycle over 90% of the material we receive.  Sackers provide full waste solutions for Suffolk and has two sites situated near Ipswich at Great Blakenham and Needham Market. One site is for scrap metal processing and the other is for commercial waste disposal. We offer commercial waste collections, skip hire and scrap metal recycling.  We have invested heavily in equipment to give us cutting edge technology to create a strong and competitive position in the area. We have the only processing plant of its type in East Anglia, we are unique to the area and able to recover, process and sell the metal and recycled commodities to many different countries.  We care about and invest in staff and their personal career development. We have a track record of growing our own talent, we’ve had staff grow with the business into senior leadership roles.  If you have the desire, we will embrace it. |

**KEY RESPONSIBILITIES**

* All aspects of the UK Credit Control, collecting and posting customer payments and receipts
* Chasing outstanding debts via telephone and email
* Building and maintaining customer relationships and dealing with queries in a timely manner
* Entering cash receipts, processing credit card payments, preparing cheques for banking, collecting Direct Debits, raising and issuing invoices and credit notes as required
* Liaising with suppliers to agree contra’s
* Opening and maintaining customer accounts, records and reviewing credit limits
* Producing aged debtor reports, debtor analysis and work to collection targets
* Reconciling relevant sections of bank accounts
* Sending monthly statements, issuing chasing letters and legal letters
* Answering the phone, screening calls, emails etc., processing incoming and outgoing post
* Portraying a positive image of the company in a professional manner at all times
* Conversing at all levels of the company in order to expedite all daily issues and action points and keep the Finance team informed of any relevant information
* Any other reasonable requests in order to meet the needs of the finance team and the business as a whole

**EXPERIENCE**

**Essential:**

* Experience of Managing a Sales Ledger
* Track record of being organised and thorough in approach to tasks
* Experience of being able to interpret financial information
* Ability to work using own initiative with minimal supervision
* Able to manage a heavy workload and prioritise

**Desirable:**

* CICM – Credit Management Qualification
* Educated to KS5 / A level standard

**SKILLS**

* IT literate with good Microsoft Office skills
* Excellent and confident communication skills both written and face to face
* Articulate with a good standard of written and spoken English
* Strong analytical and problem-solving skills
* Excellent organisational skills

**PERSONAL ATTRIBUTES**

* Close attention to detail
* Comfortable taking responsibility and ownership
* Enthusiastic with a positive attitude
* Strong team player
* Pragmatic
* Personable
* Flexible
* Discretion and trustworthiness, dealing with confidential information
* Good organisations skills and the ability to multitask