

Credit Controller

Finance Dept - Manchester

A vacancy has arisen for a Credit Controller to be based at Manchester Airport, supporting the Senior Credit Controller to effectively manage credit and liaise with agents/customers accordingly.

Experience

- ✔ Ideal candidate will have experience within Credit Control
- ✔ Experience within a customer service environment
- ✔ Experience in obtaining payments from agents to meet deadlines

Desirable Skills

- ✔ High level of customer service skills
- ✔ Excellent communication & interpersonal skills
- ✔ Financial management
- ✔ Results driven
- ✔ Motivation
- ✔ Attention to detail
- ✔ Negotiation & influencing
- ✔ IT skills
- ✔ Problem solving
- ✔ Safety driven

Key Tasks

- ✔ Daily chasing of payments from agents, by phone and email
- ✔ Allocating bacs and cheque payments
- ✔ Dealing with customers queries
- ✔ Producing copy invoices and statements for customers
- ✔ Ensuring ledgers are up to date for month end close off
- ✔ Sending out statements to agents at the middle of the month and month end
- ✔ Scanning all remittances
- ✔ Cover allocation of airline payments when necessary
- ✔ To undertake any other duties as required by management, commensurate with the grade of the post
- ✔ Promote at all times the Vision, Mission, Values of dnata

Hours of work:

- ✔ Monday to Friday-, flexibility required
- ✔ 37.5 hours per week

If you believe you have the drive and enthusiasm required, apply in writing with an up to date CV and covering letter advising why you are suitable for this position to:

Maddy Cocker, HR Advisor at:
Maddy.cocker@dnata.co.uk

Successful applicants will be shortlisted for interview, and must have the legal right to work in the UK
Internal candidates - please ensure you have informed your manager of your application

Closing Date: Sunday 14th January 2018

dnata Ltd is an equal opportunities employer

