

Senior Credit Controller

Finance Dept - Manchester

A vacancy has arisen for a Senior Credit Controller to be based at Manchester Airport, to effectively manage credit and liaise with agents/customers accordingly, and to provide training and support to the Finance Team as required.

Experience

- ✔ Ideal candidate will have experience within a Senior Credit Control role
- ✔ Experience within a customer service environment
- ✔ Provision of credit reports
- ✔ Working to meet deadlines

Desirable Skills

- ✔ High level of customer service skills
- ✔ Excellent communication & interpersonal skills
- ✔ Financial management
- ✔ Leadership and coaching
- ✔ Negotiation & influencing
- ✔ Motivation
- ✔ Attention to detail
- ✔ 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
- ✔ Processing new applications and credit checks
- ✔ 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
- ✔ Producing quarterly reports for Dubai
- ✔ Monthly credit control meeting
- ✔ 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

