



## **The Ashton Group**

### **Credit Controller**

#### Job Description

We are looking for a Credit Controller to ensure timely collection of payments from customers. Reporting to the Group Financial Controller, you will be responsible for opening new accounts and performing credit checks on customers. You must be able to communicate effectively with internal staff of all levels and will maintain close links with customers and colleagues to resolve queries and highlight potential debtor problems. You will reconcile complex month-end accounts and report to management on outstanding issues.

This is a full-time post. Working hours are 8.30 to 17.00 Monday to Friday.

#### Responsibilities

- Processing, verifying and posting receipts
- Resolving account discrepancies
- Maintaining contact with customers to ensure invoices are cleared for payment
- Processing credit notes
- Generating invoices and statements
- Performing account reconciliations
- Producing regular reports
- Performing credit checks on customers
- Advising management on debt recovery procedures

#### Skills Required

- Confidentiality
- Experienced in the credit control function
- Ability to establish good relationships internally and externally at all levels
- Good written and verbal communication skills
- Attention to detail. Strong analytical skills
- Competence with Microsoft Office and ERP systems
- Calm, confident manner to handle potentially uncomfortable conversations
- Excellent time management skills and the ability to prioritise a demanding workload
- Understanding of basic bookkeeping
- Knowledge of confidential invoice discounting operations

Hours of business 8.30 - 5.00pm Monday to Friday

To apply please submit a covering letter and a copy of your most recent CV to the Financial Controller.

The Ashton Group  
Cortonwood Drive  
Cortonwood Business Park  
Brampton  
Barnsley  
S73 0UF

Or via email to [recruitment@ashton-group.co.uk](mailto:recruitment@ashton-group.co.uk)