



Credit Controller Job Description

Job Title:	Credit Controller
Job type	Permanent, Full Time
Location:	Top 200 Legal Practice in WC1R nearest tube Chancery Lane
Position reports to:	Finance Manager
Job purpose summary:	To deliver a fees recovery performance within the expectations outlined and in line with the credit policy of the partnership

BENEFITS

- Salary £25k-£30k
- Hours 9:30am - 5:30pm with 1hr for lunch
- Holiday 25 days
- Death in Service
- Permanent Health Insurance
- Group Pension Scheme
- Private Medical

KEY RESPONSIBILITIES:

- Assist in the setting up of the credit control system
- Ensure that debts are paid in a timely manner
- Meet cash & debtor day targets set by the Firm
- Chase overdue invoices by telephone, email & letter within agreed timescales
- Maintain accurate records of all chasing activity
- Regular meetings with Fee Earners to ensure all relevant debts are managed as necessary
- Identify changes in payment patterns and propose action to avert indebtedness
- Ensure that all transactions are compliant with SARs and HMRC regulations
- Handle disputed bills and negotiate to bring payment within the agreed terms
- Provide accurate advice on billing queries
- Respond promptly and completely to both client and internal enquiries
- Propose write off of irrecoverable WIP and disbursements
- Prepare files for transfer to the Debt Recovery Dept
- Providing ad-hoc reporting as and when requested
- Post payments to accounts and allocate as required
- Undertake account reconciliations as required
- Ensure monthly processing deadlines are met as required
- Send out monthly client statements/letters as may be agreed from time to time
- Develop the credit management capability within the practice
- Provide cover for other accounting functions as requested
- Other duties as delegated from time to time by the Finance Manager or any other person designated in their absence
- Keep the partnership up to date with new credit management techniques and practices

ESSENTIAL WORK SKILLS:

- Able to demonstrate experience of working in a credit control dept in a busy legal practice
- Experience of working for a firm with a turnover of £6m plus
- Knowledge of Solicitors Accounts Rules
- Familiar with accounts procedures, client ledgers, disbursements and office accounts
- Experience of legal practice management systems is desirable
- Possess a good understanding of Excel, Word and Crystal reports
- Experience of dealing with clients at all levels, including corporate entities & high net worth individuals
- Ability to manage & prioritise an extensive caseload

PERSON SPECIFICATION:

- Excellent communication skills at all levels
- Good keyboard skills and competence of Word, Excel and Outlook are required
- High standard of numeracy, accuracy with attention to detail
- A team player with a flexible approach and a willingness to learn
- Outgoing and confident personality who is able to operate at all levels
- A self-starter who is pro-active and can set and achieve goals
- Good standard of education
- Strong organisational & time management skills
- Ability to recognise potential risks to the Firm that should be escalated