

Job Specification

CREDIT CONTROLLER

Position type: Permanent, full time
Location Ipswich, Suffolk

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Introduction, about us:

Bauder is a leading international manufacturer of building construction materials. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centered upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do. We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Sales Manager)
'the Company really looks after you as a person' (Technical Administrator)
'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of only 78 Platinum accredited organisations in the UK.



Objective:

The Credit Controller will play an important role within the Accounts department, this position requires communication with colleagues, other departments, and importantly, our customers. We need a person with a flexible approach, a good work ethic and great team spirit.

This role is responsible for monitoring customer accounts, ensuring money is collected in line with terms, and overdue debts collected. The person will place overdue accounts on hold as required, and review customer credit limits working with the Finance Director. The person will liaise internally with the sales department, and regional sales managers as required on customer credit issues.

Outline of Main Responsibilities/Duties:

- Pull through daily sales invoices, updating customer accounts for invoices raised the previous day.
- Ensure customer accounts are reconciled, liaising with customers on payments which cannot be matched and following up on any invoices omitted from payments that could be in query
- Update the company debtor listings each day after payments are allocated to keep an up to date view on customer accounts
- Monitor customer credit limits, obtaining information for credit limit reviews when required from customers, conducting credit checks.
- Contact customers to chase overdue debts, placing accounts on hold as required.
- Passing details of customer invoice queries to sales office and liaising with customers on payment once resolved.
- Taking payment for pro forma orders, sending vat invoices to pro forma customers
- Produce monthly debtor reporting including debtor day statistics
- Liaising with our Sales Office on orders received from customers where accounts are on hold
- Produce monthly customer statements and email to customers, responding to any queries from customers.
- Attend quarterly meetings with regional sales managers with Finance Director, discussing any collection concerns.

Other Responsibilities:

- Providing cover on customer onboarding process as required.
- Other ad-hoc tasks as required, including holiday cover for other Accounts team members

Key skills/qualifications/criteria:

- Accounting/Finance background
- Previous experience in a business-to-business credit control role – minimum of 1year
- Accuracy and strong attention to detail
- Excellent numeracy and literacy
- Excellent communication skills, both written and verbal
- Proven experience of working to deadlines
- Ability to work within a fast-paced environment
- Problem solving ability
- Ability to prioritise workload
- Proven level of Computer literacy – Intermediate Microsoft Excel particularly
- Motivated, driven and dedication to deliver and maintain high standards of service

This job specification is non-exhaustive and subject to change as the Company deems necessary

Bauder is an Equal Opportunities employer