

## **Bromsgrove**

### **The Position:**

Due to expansion The Best Connection are looking to appoint an experienced Credit Controller to join its growing finance team based in Bromsgrove. Key functions of the role are working as part of a large team managing a number of our client accounts ensuring timely payment.

### **Key Responsibilities:**

- Follow and adhere to department procedures and guidelines
- Daily banking and processing incoming cheques
- Posting/Allocating cash to the ledger
- Responsible for collection activity via telephone, email and letter for multiple customer ledgers
- Keeping the system updated for all discussions
- Take ownership of customer ledgers as directed by the Credit Control Manager
- Investigating and resolving customer disputes, complaints and invoice queries within set timeframes
- Compliance with Company information security policies and procedures.
- Credit checking for new and existing clients
- Liaising with internal staff at all levels - including the 80+ branches and staff at all levels up to Director level

### **Key Skills:**

- Proven experience in a similar Credit Control position
- Competent on a range of Microsoft Office Packages especially Excel
- Organised, good at working under pressure and to strict deadlines

### **The Company:**

The Best Connection Group Limited (TBC), an Equal Opportunities Employer, was formed in 1991. The company has a network of over 80 branches throughout the UK from which it specialises in the supply of temporary labour to the industrial, HGV, warehouse and distribution sectors. With a peaked turnover of £343 million, TBC is one of the largest providers of Industrial and Driving staff in the UK

### **The Package:**

Annual salary of approximately £19,000 to £21,000 depending on experience and qualifications. Initially you will be entitled to 30 days paid holiday per annum, rising to 33 days a year's employment inclusive of statutory holidays.

### **Hours of Work:**

Your working week will consist of up to 37.5 hours Monday - Friday with 1 hour's lunch break each day.

Experienced applicants only, please follow the online instructions. Only successful applicants will be contacted