



## Credit Controller

### Idox, Group Finance Glasgow

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#### About the role

We are recruiting for an experienced Credit Controller, to take ownership of a portfolio of accounts (mostly public sector customers). Reporting directly to the Group Credit Manager, you will demonstrate strong organisational and time management skills. The ability to work independently as well as part of a team is essential.

Effective credit control is key to all businesses, as such we are seeking a credit control professional with the ability to bring process improvement ideas to the team. This is an excellent opportunity for a positive minded, flexible individual who is seeking a new opportunity within a multi-national organisation.

As part of the role, you will also assist with daily bank postings and reconciliations.

#### Key Responsibilities:

##### Credit Control:

- Managing your own portfolio of accounts to ensure timely collection of debtor balances within agreed payment terms (telephone, email, letters)
- Assist with reduction of aged debt
- Escalate unpaid / high risk accounts in line with company credit control procedures to Group Credit Manager
- Dealing with queries (liaising with colleagues and customers to resolve queries)
- Maintaining accurate customer masterfile records
- Maintain up to date account notes
- Building and maintaining commercial relationships with internal and external customers
- Perform credit checks on an ad-hoc basis
- Month-end reporting
- Assisting with audit requests
- Assist with other adhoc duties / reporting as requested by the Group Credit Manager

##### Cash Books:

- Daily bank and nominal postings, allocating customer receipts and daily bank account reconciliations
- Ensuring any reconciling items are investigated and cleared in a timely manner

##### Month-end:

- Assist with tasks as requested by Management Accountants (posting of journals)

#### To be successful, you'll need:

- A minimum of 2 years credit control experience
- Ability to work in a fast paced environment and to tight deadlines / hit monthly collection targets
- Experienced in dealing with high value accounts
- Driven and self- motivated individual with strong organisational and time management skills

- Excellent attention to detail
- Effective communication and influencing skills (confident and professional manner)
- Fully proficient in Microsoft office

### **Additional desirable qualities:**

- Experience of using an ERP system would be advantageous
- Previous experience dealing with public sector customers or software industry credit control (not compulsory)
- Previous experience working within a business with numerous trading companies would be beneficial

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## **About Idox plc**

Idox is the leading applications provider to UK local government for core functions relating to land, people and property, such as its market leading planning systems and election management software. Over 90% of UK local authorities are now customers. Idox provides public sector organisations with tools to manage information and knowledge, documents, content, business processes and workflow as well as connecting directly with the citizen via the web, and providing elections management solutions. It also supplies in the UK and internationally, decision support content such as grants and planning policy information and corporates compliance services. Idox delivers engineering document control, project collaboration and facility management applications to many leading companies in industries such as oil & gas, architecture and construction, mining, utilities, pharmaceuticals and transportation in North America and around the world.

The Group employs c.700 staff located in the UK and worldwide, including Asia, Europe and North America. Idox has many offices across the UK and therefore travel may be required.

## **The Benefits**

This post commands a competitive salary depending upon experience, along with an excellent benefits package.

## **How to apply**

Applicants should submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why they feel they would be suited to this role to [Join.Us@idoxgroup.com](mailto:Join.Us@idoxgroup.com).

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.



## Privacy Notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read the Idox Recruitment Data Privacy Policy here <http://www.idoxgroup.com/privacy.html>