



EVENTCATERERS

Credit Controller

We are now recruiting for a credit controller to join our Finance team in Garforth, Leeds. The successful candidate will carry out sales ledger tasks, primarily ensuring that customer accounts are accurately reflected at all times, keeping track of and recording receipts and communicating with clients.

KEY ACCOUNTABILITIES

- Processing sales invoices and credit notes with our Events Management system
- Allocating cash received into the bank to customers in sales ledger and maintaining accurate recordings of receipts
- Taking card payments via an online portal and posting these to our Events Management system
- Ensuring records are consistent between our Event Management system and accounting system
- Generating and sending customer statements
- Liaising with other departments and building relationships with relevant customers to facilitate the collection of overdue debts. Chasing on a regular basis to ensure prompt payment of invoices
- Completing monthly commission statements to venue clients
- Assisting with the input of supplier invoices to Sage and ensuring sufficient authorisation is obtained to allow payment
- Meeting deadlines for the completion of a monthly checklist including sales invoices, cashbook and commission statements
- Providing holiday cover to other members of the Finance team when necessary
- Administrative tasks; filing and producing adhoc reports

SKILLS & COMPETENCIES REQUIRED:

- At least 2 years' finance experience
- Good levels of accuracy
- The ability to problem solve
- Intermediate Excel skills
- Excellent time management and organisational skills along with the ability to work well under pressure
- Exceptional customer service skills
- Excellent written and verbal communication skills

GENERAL:

The requirements of the business are such that a degree of flexibility is necessary

HOW TO APPLY

If you feel you are the right candidate for this position then please submit your full CV and covering letter to Craig Brown, Head of Finance, craig.brown@cgceventcaterers.co.uk

JOB TYPE

Full time, 37.5 hours a week