

# Credit Controller

Morley, Leeds

Beijer Ref UK & Ireland, a leading wholesaler to the refrigeration and air conditioning industry, is looking for a Credit Controller to join our accounts team. We are the longest established wholesaler in the industry with branches throughout the UK and we continue to go from strength to strength. This is a great opportunity to join a dynamic and forward thinking business.

As Credit Controller your duties will be to:

- Carry out credit checks on potential new customers.
- Collect outstanding debts in line with company policy.
- Assist with the allocation of incoming payments to customer accounts.
- Check credit notes and reconcile to respective customer accounts.
- Resolve queries raised by customers, branch personnel and other departments.
- Obtain copies of invoices when required.
- Review/dispatch overdue letters to customers.
- Pursue payment of overdue accounts by telephone and e-mail.
- Daily reconciliation of cash sales including managing submissions from branches.
- Provide assistance to the Finance Director in month and year end processes.
- Assist the statutory audit process.
- Support the department where necessary with general administrative duties.

An ideal Credit Controller will hold the following skills and experiences:

- Experience:
  - Previous experience of working in a similar role is essential.
- Technical skills:
  - Good knowledge of Microsoft systems including Excel, Word and Outlook.
  - Good knowledge of SAP or similar accounting systems.
- Personal Skills.
  - Good communication skills.
  - Ability to organise and prioritise own workload.
  - Attention to detail.
  - Team orientated.

Please apply by e-mail attaching your current CV and salary expectations to:

recruitment@beijerref.co.uk

Tel. 01372 389221



Refrigeration &  
Air Conditioning Supplier  
Better by degrees<sup>o</sup>

[www.hrponline.co.uk](http://www.hrponline.co.uk)