



THE LBS FAMILY

LBS VACANCY BULLETIN

Credit Controller

HEAD OFFICE, LLANDEILO

An exciting opportunity has arisen for a Credit Controller to join our fast paced Accounts department based at our Head Office, Llandeilo.

The Role:

Duties include, but are not limited to –

- Telephoning customers for payment of overdue accounts
- Follow up calls, e-mails and letters for overdue accounts
- Deal with customer queries via branch and customers to its resolution in a timely manner
- Posting and allocating payments to customer accounts
- Control credit limits, ensuring all customer terms are appropriate and authorised
- General management of sales ledger
- Banking
- Scanning of Proof of Delivery Tickets
- Processing of new account applications
- Taking an active part in the Monthly Debt Review Meeting
- Providing authorisation to branches for over credit limit transactions
- Processing credit card payments online
- Liaising with Legal recovery for aged debt
- Produce frequent statements to customers to keep them updated on repayment activities

The Person:

The ideal candidate will –

- Be able to demonstrate a "hands on" approach to their workload
- A professional individual with high a level of confidentiality and discretion
- Good numeracy and communication skills
- Ability to work in a changing environment to meet demanding deadlines and timescales
- Be highly flexible and adaptable

Hours of work: Monday to Friday 08:00am until 5:00pm plus alternate Saturday mornings 08:00am until 12noon.

In return, we offer: Staff Purchase Scheme - Company Pension - Profit Share Scheme – Uniform - Training and Development Plans – AAT Accredited Training – Salaries will be commensurate of experience and skills.

HOW TO APPLY

If you are looking for a challenging role and wish to join a successful team then please complete an online application form from www.lbsbm.co.uk/careers. Or if you have any questions please contact the HR department on jobs@lbsbm.co.uk

COMPANY VALUES



KNOWLEDGE



AMBITION



TEAMWORK



INTEGRITY



PASSION