



THE LBS FAMILY

# LBS VACANCY BULLETIN

## Credit Controller - Temporary Position

### Head Office – Ammanford

An exciting opportunity has arisen for a temporary (6-9 months) Credit Controller position to join our fast-paced Accounts department based at our Head Office, Ammanford

#### 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
- 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 1 in 4 Saturday mornings 08:00am until 12noon

## 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](http://www.lbsbm.co.uk/careers). Or if you have any questions please contact the HR department on [jobs@lbsbm.co.uk](mailto:jobs@lbsbm.co.uk)

## COMPANY VALUES



KNOWLEDGE



AMBITION



TEAMWORK



INTEGRITY



PASSION