



COTTAGE
Delight

SINCE
1974

We are looking for a

CREDIT CONTROLLER

based in Leek in the Staffordshire Moorlands.

Cottage Delight is a leading specialty food company, family owned and still as passionate as the day they started over 45 years ago. Today we continue to create new products, using traditional style recipes or innovative methods to inspire and delight, all made with fine quality ingredients. We now have over 700 specialty foods, produced by us here in the heart of the Staffordshire Moorlands, or sourced from other artisan producers across the UK and Europe.

ROLE OVERVIEW

An excellent opportunity has arisen for a driven individual to join the Cottage Delight finance team primarily performing the credit control function on behalf of the company. This will be a permanent position working from 9am to 5pm, Monday to Friday. The successful applicant will be responsible for debt collection, whilst providing support and cover across the team with other finance related tasks.

CORE DUTIES

These will initially include, but not be limited to the following:

- ▶ Actively chase debts to ensure that monies owed are received by the due dates and that monthly cash collection targets are achieved.
- ▶ General maintenance of the sales ledger including accurate website and customer payment allocation, proactive account and invoice query resolution.
- ▶ Routine credit control administrative tasks such as filing of documents, taking card payments from customers, issuing copy invoices and statements upon request.
- ▶ Recognise potential bad debt risk early and escalate as appropriate.
- ▶ To undertake adhoc projects set out by and with the support of the Financial Accountant.
- ▶ Verify new customer accounts to ensure completeness of required information, effective credit limits set and abided by.
- ▶ Upload relevant data to our invoice finance provider and undertake reconciliations daily.
- ▶ Maintain positive customer relationships to support future business.
- ▶ Undertake and assist with any other finance or administrative duties, as and when required by the Financial Accountant.

THE SUCCESSFUL APPLICANT:

- ▶ Proven credit control experience within a similar role - Essential.
- ▶ Excellent communication skills, both written and verbal, with the confidence to do so at all levels - Essential
- ▶ Well-developed time management, organisational and planning skills – Essential
- ▶ IT literate including Microsoft Outlook, Excel and familiar with use of an accounting software package - Essential
- ▶ Ability to use initiative to improve processes and solve problems - Desirable
- ▶ Educated to A-Level or equivalent - Desirable

Applicants are invited to submit their CV and covering letter to HR, Cottage Delight Limited, Brooklands Way, Leekbrook, Leek, Staffordshire Moorlands, ST13 7QF or e-mail jenny.rutter@cottagedelight.co.uk

APPLICATION CLOSING DATE: 25/09/2020