

ROLE PROFILE

Job Title	Credit Controller
Business Unit / Group Function	Group Financial Control
BU Team / Sub-Function	Group Treasury
Location	SBP
Leader	Credit Control Leader
People Leadership	N/A
Job Level	5
Role Purpose Manage and control the debtors ledger, ensuring effective cash collection, whilst minimising the risk of bad debt, through robust processes and controls.	
Accountabilities <ul style="list-style-type: none"> • Manage and maintain KYC processes for new customers ensuring credit terms and limits are agreed with senior credit control and in line with Credit Management policy. • Manage and control of debtors, ensuring all invoices are paid within the agreed credit terms, pursue all customers in respect of overdue debt, proactively managing our cash collection. • Management and control of customers' orders, ensuring orders are released within the policy limits and approval. • Accurate data processing in IFS of cash receipts, agents commission and other documentation relating to the management of the debtor's ledger. • Manage stakeholder needs – daily liaison with both internal and external customers. • Build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality-of-service provision. • Daily collation of documentation from electronic banking platforms for cash allocation, including downloading of monthly statements. • Prepare, distribute, and reconcile intercompany trading balances for month and year end reporting, in line with the group reporting timetable. • Administer and distribute of periodic credit control reports. 	
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