



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Senior Credit Controller</b>
<b>Internal Reference</b>	CEN-0053
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Finance
<b>Location</b>	Arete
<b>Team Leader Role</b>	Credit Control Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>  Management and control of Group Controlled debtors which includes assessing potential customers for credit worthiness, management of credit risk, minimising the risk of bad debt whilst maintaining regular cash flow, through robust processes and controls.	
<b>Accountabilities</b>  <ul style="list-style-type: none"><li>•Perform credit risk assessments for all customers including reviewing credit limits on completion of annual budget and LE process to minimise any potential risk to the company</li><li>•Monitor and manage the debtor's exposure including assessing the need for any bad debt provision</li><li>•Manage, reconcile and report on the debtors profile for month and year end in line, with group reporting timetable</li><li>•Preparation of Balance sheet reconciliations and distribution of monthly debtors reporting for Group controlled Debtors</li><li>•Manage KYC processes for all new customers ensuring credit terms and limits are in line with policy</li><li>•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</li><li>•Accurate data processing in IFS of cash receipts, rebates, customer deductions, agents commission and other documentation relating to the management of the debtors ledger</li><li>•Managing stakeholder needs – daily liaison with both internal and external customers efficiently</li><li>•Build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality of service provision</li></ul>	