Job Description

Credit Controller

LOCATION:
Apex Radio Systems, 102 Tantobie Road, Denton Burn, Newcastle upon Tyne, NE15 7DQ.

WAGE:
£18,750 - £22,500 Full Time
£10,000 - £12,000 Part-Time Pro Rata (20 Hours a Week)

ABOUT APEX RADIO SYSTEMS:
Apex Radio Systems is one of the leading radio communication companies in the UK and Ireland, with over 10,000 customers. With three offices in the UK, highly qualified engineers are dedicated to providing advanced technical support, rapid response repairs, and top-quality service with the best price guarantee. We specialise in two-way radio hire, radio system design and installation, radio link WatchSchemes (PubWatch & ShopWatch), and online & offline retail.

THE ROLE:
Would you like to work in a collaborative team with the opportunity to grow for one of the UK's leading providers of two-way radios? We are looking for Credit Controller to join our team based in Newcastle. Reporting to the Financial Controller, you will be invaluable to the future success and development of the wider team.

We are looking for someone on a part-time basis (20 Hrs per week) to work effectively within the accounts department to ensure debts are collected promptly, working towards cash targets set.

KEY RESPONSIBILITIES AND ACTIVITIES:
- Ensuring debts are collected when falling due in line with agreed payment dates
- Production of bulk communications – Statements / Letters
- Regular production and maintenance of overdue reports
- Query resolution to ensure payment, passing on queries to relevant departments where required
- Raising new accounts, Invoices and Credit Notice
- Answering accounts department calls
- Reporting to Financial Controller regarding debt to be escalated to legal action
- Additional duties within the accounts department to be performed as and when required

DESIRABLE:
- Experience in the use of Credit Control software (Preferably Credit Hound)
- Experience in the use of Microsoft Access

BENEFITS:
- Company pension
- Flexible schedule
- On-site parking
- Wellness programmes
- Work from home flexibility

EXPERIENCE:
- Accounts: 1 year (preferred)

Please submit your CV and Cover Letter to: Sarah@apexradio.com