



PR/118096 | Credit Controller

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント イギリス

求人ID

1548417

業種

小売

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年07月23日 05:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company: Importing company

Position: Credit Controller

Location: North London

Salary: up to GBP30K (depending on experience)

Tasks and responsibilities

- Ensure timely and accurate issuance of all sales invoices and credit notes.
- Accurately allocate incoming payments to the correct customer accounts.
- Prepare and dispatch monthly customer statements in a timely manner.
- Establish terms and conditions for new customers and review existing customer agreements as needed.

- Monitor overdue accounts and proactively follow up to secure outstanding payments.
- Reconcile customer payments and resolve any discrepancies between invoices and receipts.
- Maintain strong, positive relationships with customers by addressing inquiries and resolving concerns promptly.
- Collaborate with internal departments to resolve customer-related issues efficiently.
- Provide support to the accountant on various accounting and banking matters as required.
- Participate in regular meetings to review debtor status and outstanding balances.
- Coordinate with third-party agencies for the collection of delinquent accounts.
- Comply with the company's health and safety policies and procedures.

Requirement

- Experience in finance and accounting
- Proficiency in English is mandatory
- Proficiency in Japanese or Chinese is preferable

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK
#NT

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会社説明