



**GILSON GRAY**

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# Credit Controller

Fixed term contract  
for 12 months – maternity cover

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## Overall Objective

To address all of the Firm's debts in accordance with collection targets, including responding to queries and reviewing and reporting on progress.

## Tasks Include

- Sending out all invoices directly to clients by email.
- Ensuring compliance with the Firm's internal Credit Control procedure to ensure all debts are chased and escalated in accordance with the agreed timescales.
- Working closely with the debtors' ledger, to ensure all due/overdue invoices are addressed and obtain payment dates.
- Handling queries as required from both clients and internally.
- Working with the Cashroom on to ensure correct allocation of payments received and providing assistance when needed.
- Reporting to the Assistant Finance Director/Finance Director on a daily basis on collections against target.
- Reviewing client balances to ensure allocations to fees if necessary.
- Holding monthly meetings with all partners of the Firm to review aged debt and ensure all issues are resolved in a timely manner.
- Reporting any issues / concerns to the AFD/FD.
- Taking card payments.
- Dealing with ad hoc calls from clients and internal contacts.
- Producing copies of invoices and WIP reports to clients and internally as required.
- Assisting with Cashroom queries if they arise.

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## Required Knowledge and Experience

- Previous Credit Control experience is essential
- Experience of working in a legal firm preferred but not essential

## Skills Required

Working knowledge of Microsoft Excel and Outlook

The ability to:

- plan and organise own work effectively
- focus on daily, weekly and monthly targets
- develop good working relationships within a small team environment
- communicate professionally, confidently and diplomatically with internal and external clients

CV's should be sent to Lesley Naylor, HR Director  
[lnaylor@gilsongray.co.uk](mailto:lnaylor@gilsongray.co.uk)



# GILSON GRAY

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