



**GILSON GRAY**

LAW • PROPERTY • FINANCE

# Cash Collection Assistant

Department: Debt Recovery

Location: Edinburgh

Contract type: Full-time, Permanent

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## About Gilson Gray

Gilson Gray's Debt Recovery team is part of Gilson Gray's continually growing organisation. Gilson Gray LLP is a comprehensive law firm, offering expert legal, property and financial services. We support clients throughout their entire lifetime. The Debt Recovery team have decades of experience in supporting their clients.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, North Berwick, Lincoln and London we focus on ensuring we provide the highest level of advice and on-going service to our clients. We are ambitious and have significantly grown the team over the course of the last year. We pride ourselves in looking after our clients personally and providing the upmost standard of service.

This role would be based in our Edinburgh office.

## Our Team

We are looking to hire a highly driven Cash Collection Assistant to join one of our successful Debt Recovery department in Edinburgh.

We are an enthusiastic team that support each other in order to achieve a great working environment. We value each other's expertise and opinion and pride ourselves in offering an inclusive, enjoyable, and motivating place to work.

## The Role

We are looking to further strengthen our current team with the appointment of an experienced candidate.

As a Cash Collection Assistant at Gilson Gray you'll be responsible for:

- Calling Gilson Gray clients in order to collect payments
- Drafting and issuing pre-litigation demand letters and dealing with all responses to those
- Raising court proceedings where necessary
- Managing the court caseload under supervision from the solicitors in the team

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## Required Knowledge and Experience

- Have some exposure to the credit control function
- Have proficient IT skills and comfortable using the Microsoft suite of packages
- Have some experience in litigation or case management systems/workflows

## Our ideal candidate would also

- Have excellent social and interpersonal skills dealing with clients.
- Have some legal experience within debt recovery
- Will possess experience in making quick, informed decisions throughout the process whilst keeping clients up to date throughout.
- Take pride in producing high quality, accurate and timely information whilst maintaining personable and informative communication.



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- Show excellent verbal and written communication skills.
- Ability to work as part of a large team and contribute to the overall business aims.
- A pro-active forward-thinking approach is required. The successful candidate must possess strong drive and willingness to succeed within a competitive environment.
- The ideal candidate must possess strong organisational and problem-solving skills.

## Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday a year (includes bank holidays)
- Birthday day off
- 3 x Death in Service benefits
- Membership of an occupational pension scheme
- Wellbeing initiatives and opportunity to access online Health Provider

This is an exciting time to join us. Think this is for you?

Get in touch for a confidential chat about how you can become part of the team at [recruitment@gilsongray.co.uk](mailto:recruitment@gilsongray.co.uk)



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