



**GILSON GRAY**

LAW • PROPERTY • FINANCE

# Co-Head of Credit Control

Department: Finance

Location: Edinburgh

Contract type: Full-Time

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## About Gilson Gray

Gilson Gray's Finance team are part of Gilson Gray's continually growing organisation. Gilson Gray LLP are a comprehensive law firm, offering expert legal, property and financial services. We support clients throughout their entire lifetime. The Finance team have decades of experience and can advise the business on every financial related matter.

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 utmost standard of service.

This role would be based in our Edinburgh office.

## Our Team

We are looking to hire a highly driven Co-Head of Credit Control to join one of our successful Finance 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 Co-Head of Credit Control at Gilson Gray you'll be responsible for:

- Managing a portfolio of accounts ensuring timely and effective collection of debt
- Establishing relationships with client's finance teams to drive efficient and timely cash collection
- Excellent customer service on telephone calls and written communication in emails to clients
- Ability to chase overdue debtor balances in line with Credit Control Procedures and workflows
- Monitor monthly payment plans to ensure funds are received on their due date
- Issuing fees/receipts to clients at month end and upon completion of property sales
- Ability to take card payments via our online portal
- Maintaining and monitoring the Credit Control inbox daily, and escalating as required
- Ensure the highest standards of quality, and accuracy in inputting data into our systems
- Co-manage our team of Credit Controllers
- The ability to allocate credit control activities to credit controllers
- The ability to manager specific departmental debt
- The ability to produce reports and track the KPI's to be used by Management Board members and Board



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- Attend Heads of Department credit control meetings
  - Ad Hoc duties as and when required by the management team.
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## Required Knowledge and Experience

- Credit control experience within legal sector is desirable although not essential
- Excel skills required, ability to produce pivot tables, V-Lookups, and other formulated data desirable although not essential
- Ability to work in a fast-paced Environment
- Ability to work under your own initiative and proactively drive improvement in the function
- Ability to be a team player capable of building strong relations with clients and colleagues
- Has a good attention to detail.
- Has the ability to adapt well to change

## Our ideal candidate would also

- Previous experience in legal sector and excellent excel 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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