



HR190 – Credit Controller

Hours: Full time, permanent position working Monday to Friday, 8.00am – 4.30pm.
Salary: competitive salary.

Cotteswold Dairy is an independent, third generation, family-run business which was founded by Harry Workman in 1938. We work directly with locally, contracted farmers and produce a variety of dairy products which are delivered to wholesalers, retailers and direct to the doorstep through our own fleet of drivers.

Cotteswold Dairy is an award winning business, priding ourselves on offering real service to the customer and high quality products.

The successful Credit Controller will have previous credit control experience, an excellent telephone manner, high attention to detail and ability to keep calm under pressure.

The Role: Reporting to the Credit Control Supervisor:

- Facilitate debt collection for Tewkesbury Depot and occasionally assist with collection for our other Depots
- Aged debt review and reporting
- Customer account management and reconciliation
- Liaising with sales managers and depot staff to facilitate debt collection
- Improvement of debtor ageing profile
- Reconciliation and clearance of unallocated cash amounts
- Maintain accurate records of all chasing activity

The Requirements:

Essential

- Strong organisational skills with professional and clear communications skills, both verbal and written
- Able to demonstrate credit control experience
- Excellent customer service and rapport building skills
- General knowledge of accounting processes
- Positive attitude possessing high levels of commitment, motivation and flexibility
- The ability to prioritise and work to deadlines
- Be a strong team player but also work under own initiative
- Strong interpersonal skills and telephone manner

Desirable:

- Strong IT skills including MS Word, Excel and Outlook.
- Knowledge of the dairy industry or similar retail business

If you believe you fulfil the above criteria, please complete an application form (available at www.cotteswold-dairy.co.uk), and write a covering letter, detailing why you believe you are the best candidate for the role.

Post your application to HR, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Glos. GL20 8JE. Alternatively, email it to hr@cotteswold-dairy.co.uk.

