

Cotteswold Dairy



Credit Control & Treasury Assistant – Tewksbury (HR215)

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

We have an exciting opportunity for an enthusiastic Credit Control & Treasury Assistant to join our Cotteswold family. The successful individual will work within our busy Finance team and will have previous credit control experience, with an excellent telephone manner, high attention to detail and ability to keep calm under pressure.

The Hours: Part time (30 hours per week), permanent position working Monday to Friday

The Role: Reporting to the Credit Control Supervisor

The main responsibilities and functions of this role include:

- Facilitate debt collection for our 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
- Maintaining contact with clients to ensure invoices are clear for payment
- Resolving queries both internally and externally around outstanding invoices
- Providing accounts information to internal departments

The Requirements:

We are looking for a reliable and confident individual who will engage with the team and communicate effectively. Someone who will actively participate in achieving departmental and Company goals and objectives as well as being keen on their own personal development within the Company.

The successful candidate will have:

Essential

- Strong organisational skills with professional and clear communications skills, both verbal and written
- An understanding of the importance of exceeding expectations, and a desire to deliver excellence in all service areas
- An excellent telephone manner
- Proven experience of working in credit control
- General knowledge of accounting processes
- Excellent customer service and rapport building skills
- Positive attitude possessing high levels of commitment, motivation and flexibility
- The ability to prioritise and work to deadlines
- A strong team player but also work under own initiative
- Strong interpersonal skills
- Ability to establish and maintain good client relationships, both internally and externally at all levels
- Ability to reconcile complex accounts and have excellent attention to detail
- Competence in Microsoft Office products including Excel and accounting software programmes
- Calm, confident manner to handle potentially uncomfortable conversations

Desirable:

- Knowledge of the dairy industry or similar retail business
- Maintains an up-to-date working knowledge of financial and legal regulations that may affect company decisions or policies

The Benefits:

We are committed to training and giving you the skills and abilities to carry out your role, providing progression and opportunities, allowing you to build a long term relationship with the Company. In addition to this, we offer:

- Competitive salary
- 30 days holiday inclusive of Bank Holidays
- Group Personal Pension Scheme – 4% Employer contribution
- Online employee benefits platform
- Cycle to Work Scheme
- Personal Accident Insurance
- Refer a Friend Scheme – potentially receive £250
- Employee shop – discounted products and potential free delivery
- Childcare Vouchers
- Free car parking

In order to be considered for this fantastic opportunity and if you believe you fulfil the above criteria, please send your CV or complete an application form (available at www.cotteswold-dairy.co.uk) and send it, together with a covering letter to the address below, detailing why you believe you are the best candidate for the role.

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

On receipt of your application, we will collect your name, contact details and other relevant information for recruitment purposes. The information you provide will help us determine your suitability for any vacancy we have. We understand how sensitive this information is which is why we are committed to safeguarding any data we do collect.

Please refer to our Privacy Policy for further information.