

## Job Description

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**Job Title:** Credit Controller

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**Name of Jobholder:**

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**Reports to (title):** Group Financial Controller

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**Department:** Finance

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**Salary:**

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**Hours of Work:** 35 hours per week Mon- Fri

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**Date:** Dec 2021

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### Main Purpose of the Job

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Reporting to Lancashire Cricket's Group Financial Controller this role is responsible for the prompt collection of all outstanding debts for both Lancashire County Cricket Club and Lancashire Cricket Foundation.

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### Principle Responsibilities:

(The major end results the job is expected to achieve)

#### Credit Control Process

- Assess new customers credit worthiness using Dun & Bradstreet credit check facility
- Set, manage and maintain customer credit limits
- Proactively chasing due and overdue invoices by telephone and email
- Liaising with sales team to ensure prepayments are received prior to events taking place.
- Referring accounts for legal action if required
- Cash collection forecasting
- Ensure all customer account and invoice queries are raised and resolved in a timely manner
- Sales ledger maintenance – ensuring unallocated cash, refunds, write offs and general housekeeping activities are completed in an accurate and timely fashion
- Minimize any potential bad debts and maintain a bad debt provision

#### Ad hoc duties

- Provide additional support to both sales and purchase ledger
  - To consolidate and bank cash receipts from across a diverse business
  - To pay out petty cash and reconcile balance on a weekly basis
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### Knowledge / Experience / Skills Needed

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(The expertise needed to perform the job to the required standard)

**Technical**

- Proven experience working in a credit control position
- Basic bookkeeping skills
- Good understanding of accounting systems (preferably NetSuite)
- Sound understanding of the workings and requirements of a busy sales ledger
- Understanding of the economic environment and its impact on the business
- Proficient in Microsoft office including excel, outlook and word
- Cash handling experience (preferred)

**Relationship management**

- Excellent communication skills with customers in terms of building rapport, credibility and trust.
- Good customer service skills including query resolution
- Building working relationships with key personnel across the business including being assertive, providing explanations, challenge & justifications as appropriate.
- Strong team player

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**Assignment and planning of work**

(Who will assign work to the person)

- Generated by Group Financial Controller & Management Accountant

**Agreed and signed by**

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**Jobholder**

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**Manager**

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**Date**

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**Date to be reviewed**

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