

## Part-Time Credit Controller

£20-25k per annum Pro-Rata (depending on experience)

16hrs per week

### About us:

Locale is a multi-award winning, innovative, privately owned company that produces estate management portals for some of the UK's most prestigious property brands and iconic landmarks, such as The Shard and Hyde Park Estate. We're reimagining how properties can be run using new technologies, doing away with outdated manual processes.

### Responsibilities:

- Chasing outstanding debt by phone or email
- Reducing bad debt and DSO
- Producing and sending monthly statements
- Reviewing, auditing and reconciling billing data
- Raising manual invoices/credit notes and posting them to the system and customers
- Allocation of payments/credits
- General administration activities
- Manage Clients 'on-hold' list
- Produce weekly and monthly reports
- Work closely with the General Manager and Finance Administrator on a daily basis

### Attributes required:

- Knowledge of Xero is a must
- At least 3 years' credit control experience
- Good interpersonal skills
- Cash posting experience
- Ability to work as a team & take ownership of managing queries until resolution
- Attention to detail is a must
- Flexibility to manage multiple customer accounts and manage change
- Ability to work in partnership with peer groups and other organisations including suppliers and customers
- Ability to deal with conflict and negotiate / manage the appropriate outcome
- Ability to handle confidential information
- Ability to follow process & review changes to process, if required

### Benefits:

As well as engaging work and exciting long-term opportunities the company has a relaxed working environment, with a casual dress code, monthly staff socials (such as a trip to the circus, punting in Oxford, a round at the pub or movies nights with take away) and free beer Fridays. There are plenty of staples available like free breakfast cereal, soup for lunch, a well-stocked cookie jar and sweetie bowl (or fruit bowl if you'd prefer) and a bean to cup coffee machine (coffee is very important!). The company also offers full time employees a private health scheme. Every year we also have a lavish Christmas dinner!

## **Application:**

Applications will be considered on a rolling basis. Locale is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of race, sex, disabilities, religion/beliefs, sexual orientation or age.

Please send your CV, along with a covering letter, to [recruitment@locale.co.uk](mailto:recruitment@locale.co.uk) telling us something interesting about yourself and explaining why you are the perfect fit for Locale.

**No canvassers or recruitment agencies please.**