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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

Job Description – Credit Controller

SUMMARY

The Credit Controller will work at the EBC Brakes World HQ in Northampton. They will be responsible for credit control for one trading company, including export accounts.

PRIMARY RESPONSIBILITIES

- Secure timely payment of debtors;
- Ensure new customer account opening procedures are adhered to;
- Review and advise credit limits for customers;
- Prepare and send monthly customer statements and follow up, answer customer queries;
- Work closely with the sales team regarding customers with overdue accounts, on stop accounts, etc.;
- Complete projects assigned by and to support the Head of Accounting;
- Any other tasks or ad-hoc duties as assigned by line manager.

KNOWLEDGE AND SKILLS

- Strong organisational and written/verbal communication skills;
- Display and demonstrate a sound understanding of the tasks and roles within the Finance Department and how these tasks affect/interact with other departments;
- Able to build relationships and procedures with customers and department managers;
- Ability to work to deadlines;
- Methodical with excellent attention to detail;
- Intermediate Microsoft Office knowledge required;
- Experience of SAGE200 desirable but not essential.

WORKING CONDITIONS

- Part time 23.5 hours per week, preferably Monday to Thursday 09:30-14:30 and Friday 09:30-13:00;
- Start date mid-late August 2023;
- Reporting to Head of Accounting.