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

## **Job Description – Credit Controller/Accounts Assistant**

### **SUMMARY**

This role will be at the EBC Brakes World HQ in Northampton. The Credit Controller/Accounts Assistant will be responsible for credit control for one trading company, including export accounts, and various accounting duties.

### **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 28 hours per week, preferably Monday to Thursday 09:30-16:00 (30 min unpaid lunch break) and Friday 09:00-13:00;
- Starting at £12.50 per hour depending on experience (£18,200 per annum);
- Start date ASAP.