

## JOB DESCRIPTION

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**ROLE:** Credit Controller

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Credit Control Manager

**LOCATION:** Baroda, India

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### PRIMARY RESPONSIBILITIES

- The primary function of the Credit Controller will be to ensure timely collection of all money borrowed or owed to the business

### SECONDARY RESPONSIBILITIES

- Timely and effective collection of all debts and customers payments
- Maintaining contact with clients to ensure invoices are clear for payment
- Resolving queries both internally and externally around outstanding invoices
- Negotiating re-payment plans
- Providing accounts information to internal departments
- Set and monitor credit limits
- Where required initiate proceedings to ensure outstanding debts are brought to a satisfactory conclusion

### ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Graduate (preferably Commerce) with 2-4 years of relevant experience in directly interacting with customers in a large client base environment
- 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
- Numerate and analytical
- Calm, confident manner to handle potentially uncomfortable conversation
- Ability to take initiative and complete tasks quickly and accurately
- Competence in Microsoft Office products, excel and accounting software programmes