



Credit Control Manager

Job type: Full Time - Permanent
Company: VMS (Fleet Management) Ltd
Salary: Competitive
Contact: Richard Horrex

VMS Fleet Management Ltd

The Company

VMS (Fleet Management) Ltd is a forward thinking fleet management and contract hire company with facilities throughout the UK. VMS provides a range of services to both blue chip and SME fleet operators and Insurance companies including contract hire, flexi hire, accident management and repair and maintenance services.

As part of our continued growth we are now looking to appoint a Credit Controller to be based at our Stevenage Office.

Summary:

Your main duties will include:

- Manage the credit control team
- department so that credit issues are resolved smoothly.
- Checking customer's credit situation
- Deciding whether or not to offer the credit
- Setting up the terms and conditions of the receivable and payable balances
- Dealing with internal queries about payments, ensuring customers pay on time and negotiating re-payment plans
- Assist in the setting up of the credit control system
- Ensure that debts are paid in a timely manner
- Chase overdue invoices by telephone, email & letter within agreed timescales
- Maintain accurate records of all chasing activity
- Regularly making contact with customers to ensure all relevant debts are managed as necessary
- Identify changes in payment patterns and propose action to avert indebtedness
- Ensure that all transactions are compliant with Company's policies
- Handle disputed bills and negotiate to bring payment within the agreed terms
- Provide accurate advice on billing queries
- Respond promptly and completely to both client and internal enquiries
- Propose write off of irrecoverable receivables
- Providing ad-hoc reporting as and when requested by management

- Undertake account reconciliations as required
- Ensure monthly processing deadlines are met as required
- Send out monthly client statements/letters as may be agreed from time to time
- Other duties as delegated from time to time by the Finance Manager
- If any customers stop paying or pay late then it's your responsibility to stop the providing services, start legal action to collect the money owed (if necessary) and in the case of bankruptcy you'll have to report to your higher management about the strategies to make sure you can recover what you can.

Required Skills & Abilities:

- You'll need to be firm and organised
- Background in Credit Control
- The ability to work in a team and individually
- Excellent written and verbal communication skills
- Excellent attention to detail
- The ability to work under pressure and to deadlines
- Excellent computer skills