

| Key information | |
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| Job title | Credit Controller |
| Department: | Finance |
| Reports to: | Revenue Manager and Senior Revenue Controller |
| Hours: | 9.30am – 5.30pm |

Why Forsters?

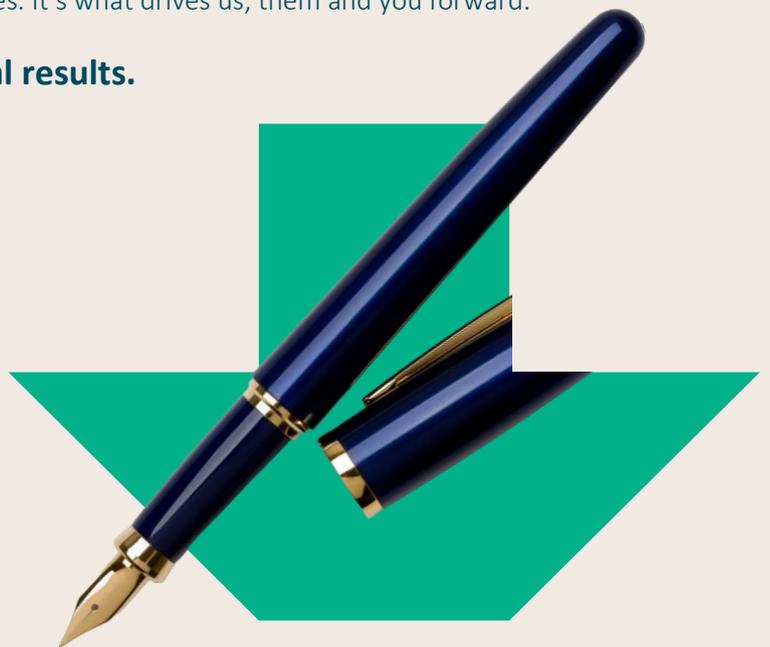
We are renowned for our private client and real estate focus, together with our strong corporate and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

Forsters: Closer connections. Exceptional results.



Job summary

We have an exciting opportunity to recruit a pro-active and knowledgeable Credit Controller for a 6 month FTC within our Finance department.

Main duties and responsibilities

- Proactively and professionally engage with clients and fee earners to secure payment for past due invoices in line with the firm's policies and using agreed templates where applicable.
- Ensure that all cash collection targets are achieved and debt 'lock up' is minimised.
- Produce and reconcile unpaid invoices statements to agreed timescales in appropriate format.
- Take ownership in resolving issues/queries around unpaid invoices – escalate where necessary, monitor progress and pursue until resolved.
- Process invoice write offs in line with the firm's policies and VAT rules.
- Assist the cashiers with the allocation of cash received against appropriate invoices.
- Process credit/debit card invoice payments.
- Monitor potential client-to-bill transfers and follow up with fee earners.
- Ensure that all invoice payment transactions processed are compliant with SRA/AML rules.
- Ensure that a full log of credit control notes and status is maintained.
- Update the credit control status of invoices in a timely manner.
- Reconciliation of payments received and investigating any errors that occurred.

Skills

- 3E knowledge a preference
- Excellent verbal and written communication and interpersonal skills
- Ability to pick up new systems and procedures quickly
- Ability to work unsupervised
- Excellent attention to detail
- Ability to work under pressure and flexibly when required
- Organised manner with ability to prioritise workload
- Motivated and pro-active with a 'can-do' approach
- Understanding of privacy and confidentiality

Other skills required:

- The ability to influence and change behaviour

EQUAL OPPORTUNITIES

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

www.forsters.co.uk

