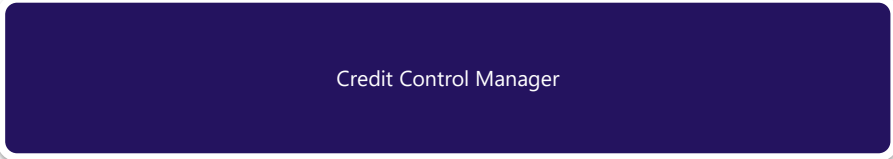


BURO HAPPOLD

Job title	Credit Control Administrator
Grade and fit within team structure	Standard
Team	Finance
Business unit	Global Business Services
Location	Bath/ London
Reporting line	 <p>Credit Control Manager</p>
Team structure	This role reports to the Credit Control Manager and does not have any direct reports.
Your support	Formal and informal learning and support will be provided by your line manager and the broader team.

Role overview

What's the purpose of the role?

Due to the increasing global portfolio of projects and the administration attached to these, a credit control Administrator is sought to support the Credit Control Team in our UK offices.

This is a hybrid role, combining office and home working. You'll be expected to be in the Bath office at least 2 days per week.

What will success look like?

Success in this role would involve supporting the credit control Team in handling all administrative tasks in addition to chasing down the debt on a small portfolio of clients.

Building relationships with Project Principals and Project Directors in relation to the portfolio of clients.

What will you be doing...

A detailed overview of your responsibilities is as follows...

UK+

- Ensure the accurate posting & allocation of cash within the relative designated portfolio.
- Filling in new supplier forms.
- Bridging the gap between the Bid/ No Bid Team guaranteeing the collation of all Finance Contact details and their upload in our Finance System.
- Ensuring the integrity of our master data and certify that all Finance contact details are up to date to safeguard the continuity of the workflows once the new AR system has been rolled out.
- Checking that all new clients set up have not been duplicated.
- Posting some Accounts Payable Payments.
- Chasing Clients for Purchase orders and Remittance Advices.
- Managing and Filling the Credit Control comms inbox.
- Handling & managing a small portfolio in chasing clients Debt.
- Developing relationships with key external Clients to ensure the successful collection of invoices within credit terms.
- Support internal clients (Project Directors/Principals) to advise on collection status relative to their projects.
- Ensure cover for team absences.
- Any other adhoc duties related to credit control as requested by the Credit Control Manager.

More about you...

Skills & Qualifications

- Demonstrable experience in Administration and Credit control but not necessary.
- Effective written and verbal communication skills.
- Accuracy and attention to detail are essential for this role.
- Excellent internal and external stakeholder management skills, comfortable interacting across all levels of the business globally.
- Ability to build effective working relationships and work collegiately in a supportive team environment.
- Intermediate Excel skills, (VLookups, Pivot Tables) would be preferable.

Style & Behaviours

- Provide input on duties and operational projects as requested by your line manager.
- Team etiquette and ability to work together and head in the same direction.
- Prioritising appropriately and working to agreed deadlines, managing expectations of internal clients and other members of the team.
- Assist colleagues with support for additional duties and projects, as necessary.
- A proactive team member that takes initiative.
- Willingness to learn and apply newly acquired skills.