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# Example of Credit Control Job Description

Our growing company is looking for a credit control. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for credit control

* Manage invoicing and statement process
* Manage collection of payments including direct debits, bank transfer, cheques and cards
* Resolve historical debt
* Complete ad-hoc tasks as allocated
* Contacting business customers when payment is due to ensure they settle their account, and explaining the terms of their credit using specialist computer databases to check credit records
* Re-negotiating repayment plans if Businesses are in financial difficulties
* Setting up and maintaining customer file
* Escalating need for, and starting legal proceedings if debts are not paid within an agreed time., and arranging for goods to be repossessed to cover the outstanding debt liaising with solicitors, bailiffs and debt counsellors where necessary
* Supply of complete and accurate Vendor statement information
* Producing and reconciling monthly Debtors reports, KPI's, and analysing reports

## Qualifications for credit control

* Able to manage own workload and show initiative
* Systems experience in Sage 50
* Degree holder/part qualified/accounting technician qualification or equivalent
* Demonstration of high level of attention to detail
* Ability to use own initiative - motivated self starter
* Liaise with operational staff and customers in resolving business partner invoice issues