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# Example of Credit Control Job Description

Our growing company is searching for experienced candidates for the position of credit control. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for credit control

* Have experience of working in a credit control, administration or claims management environment preferably within the highways services or insurance sector
* Support COO and Front Office on business requests
* Interact with Line Controllers, PC Controls, and Change Management teams
* Optimise company sales, ensure timely collections, and minimise bad debt losses
* Conduct credit reviews of existing customers and assess credit worthiness of potential new ones
* Review and approve/reject credit recommendations
* Lead the credit control team to drive collections and measure their performance
* Ensure timely payment of debts is achieved through professional dealings with all customers
* Ensure customer credit files are properly managed and a credit scoring model is in place
* Monitor and react to deductions taken by customers

## Qualifications for credit control

* Must be fluent in Hindi and Excellent English Language skills
* Provide a monthly status update to the Credit Committee
* Ensure efficient and timely resolutions of invoice queries
* Working to a monthly cash target
* Reducing aged debt
* Recording and banking cheques and ensuring they are deposited in a timely manner