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# Example of Credit Control Job Description

Our company is growing rapidly and is looking for a credit control. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for credit control

* Being the main point of contact in the office for and on behalf of Finance
* Provide weekly updates with the Credit Control Manager (based in London)
* Assisting with expenses for the Australian office
* Regular invoicing/raising credits
* Posting cash onto debtor accounts
* Responsible for the management of the accounts receivable function within finance
* Direct management and leadership of the accounts receivable team
* Oversight and responsibility that all accounts receivable related accounts are reconciled on a monthly basis and that reconciliation items are dealt with promptly
* Responsible for the approval and sign off of monthly all account receivable and bank related journals across multiple entities
* Work closely on internal and external audits on a continuing basis

## Qualifications for credit control

* Responsible for developing and deploying action plans to rectify any arrears on payments or deal work out situations working directly with customers and other internal departments
* Responsible for various monthly financial analysis, presentation of monthly and quarterly receivables to senior management and parent company other reporting as required
* Liaise with customers, management, internal departments and parent company on any accounts receivable queries and ensure that they are resolved in timely manner
* May be accountable for leading projects and/or work packages within a business area
* May assist in the development of communication, implementation and/or training plans to support implementation of projects and/or business initiatives
* Responsible for 1 – 2 processes of low to medium complexity