

## Assistant Credit Controller

- Job Purpose:** With the appropriate training, to administer and correspond with clients and fee earners on billing matters, ensuring that the Practice's accounting and financial systems are followed for the pursuit and payment of bills.
- Reporting to:** Credit Controller
- Supervising:** Not applicable
- Liaising with:** All staff

## Key Tasks

- Responsible for ensuring that all cheques received are actioned in accordance with Solicitors Accounts Rules.
- To operate and process standing orders, credit card and BACS payments.
- Agree and control part payments and instalments.
- Issue receipted accounts as requested.
- Liaise with clients and fee earners over invoice payments.
- To ensure the completion and filing of Practice copy invoices.
- Manage unpaid disbursements for Private and Legal Services Commission clients.
- Responsible for the maintenance of up to date Credit Control Procedures.
- Any other reasonable duty as requested.

## Client Correspondence

- To ensure that first reminder letters and copy invoices are issued at 5 weeks posting.
- To ensure that second reminder letters are issued at 7 weeks posting.
- Prepare authority forms and ensure that a review takes place with the relevant fee earner for overdue payments and to agree and implement an appropriate course of action.
- Liaise directly with departments regarding the payment of bills.

## Debt Recovery

- Ensure that proceedings are issued and enforced in conjunction with the relevant fee earner.
- Implement VAT bad debt relief where appropriate.

## Personal Competences Required

- This is a junior role within the Credit Control function of the Finance Team, with an emphasis on administrative duties. Full training will be offered to fulfil the duties of the role.
- The successful candidate will have achieved a minimum of 5 C's at GCSE level, including both Maths and English.
- Excellent communication skills, both verbal and written, with a confident and pleasant telephone manner.
- Strong organisation and administrative skills, specifically with excellent attention to detail.
- Good working knowledge of MS Office Word and Excel desirable.
- Ability to deal appropriately with confidential and sometimes sensitive matters.
- Ability to work as part of a team, and to develop good working relationships with both team colleagues, fee earners and clients.