

Credit Controller



About Us

Reflex Vehicle Hire is a rapidly expanding organisation, featured among the Top 1000 Companies to inspire Britain and Europe. With a fleet comprising approximately 5,500 vehicles and a dedicated team of over 150 employees, we operate from our spacious 4-acre Head Office in Loughborough. In addition, we have strategically located operating depots in Manchester and Glasgow, ensuring a comprehensive coverage of our services across key regions.

Reflex offers an exciting and rewarding career opportunity with a strong industry-leading reputation. The company fosters innovation and teamwork, encouraging employees to contribute to its success. Employee well-being is highly valued, with competitive compensation, comprehensive benefits, and skill development opportunities. Reflex is deeply committed to sustainability, inclusivity, and diversity, implementing eco-friendly practices and investing in zero-emission vehicles. Join Reflex for a forward-thinking company that values employees and provides a supportive, inclusive work environment.

Credit Controller

We are currently recruiting for a Credit Controller to join our finance team in Loughborough. This is a fantastic opportunity to work within a fast-paced role and organisation. The main function of this role is to ensure customers pay to agreed credit terms and to process the billing and cash allocations in a timely manner.

Job Description:

Responsibilities of the role include, but are not limited to:

- Maximising cash collections with a ledger of over 450 accounts, balance of £7m by proactively contacting customers to ensure payments are received within agreed credit terms
- Reducing delinquent and aged debt to reduce exposure to bad debts
- Processing of weekly and monthly invoice batches
- Invoice query resolution and raising credit notes when necessary
- Credit checking customers and opening of new accounts
- Processing direct debits and credit card payments
- Allocating customer receipts
- Raising customer statements
- Work closely with sales and operational teams to maintain key customer relationships
- Month end reporting
- Progressing accounts to debt recovery/legal stage

Experience

Candidates wishing to apply for the role should have:

- Minimum of 2 years of experience in Credit Control
- Recent experience of working in a similar role
- Ability to work to tight deadlines and deliver results
- Strong and clear communication skills, both written and verbal
- Excel skills to include VLOOKUP's, pivot tables and basic formulas
- Previous experience in the vehicle rental sector and knowledge of the D365 system is advantageous, but not essential

For this position we are looking for a team player and someone with an approachable personality and friendly nature to complement the existing Finance team.

Job Offering

Salary: Circa £26,000 per annum (dependant on relevant experience)

Contract: Full Time

Hours: Permanent, full time (40 hours per week, Monday to Friday)

Holidays: 25 + Bank Holidays

Reporting to: Head of Credit Control

Extras:

Company Pension

Life Insurance

Wellness Programme

Company Bonus Scheme