

## Credit Controller



### About Us

At Reflex Vehicle Hire, we're not just any company - we've been named one of the Top 1000 Companies that inspire Britain and Europe!

We operate a fleet of approximately 4,300 vehicles and have a team of around 150 staff working together. Our Head Office is situated on a spacious 4-acre plot in Loughborough, serving as our central hub, along with two strategically placed operating depots in Manchester and Glasgow to ensure our services reach every corner of the map.

When it comes to careers, we're all about creating exciting opportunities for our people. We're big on innovation, collaboration and recognition. With competitive pay, excellent benefits, and plenty of chances to develop new skills, we're dedicated to investing in our employees' growth.

We're also passionate about sustainability, inclusivity, and diversity. From eco-conscious practices to supporting our customers on their electrification journey, we're always striving to make a positive difference. So, why not join us at Reflex?

---

### Job Description

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.

### Description

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

- Maximising cash collections 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
- Working closely with sales and operational teams to maintain key customer relationships
- Providing financial data and status updates for your ledger
- Escalating accounts to debt recovery/legal stage

## **Profile**

Candidates wishing to apply for the role should have:

- 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 D365 is advantageous, but not essential
- For this position, we are looking for a team player and someone with attention to detail and a proactive attitude to complement the existing finance team

## **Job Offering:**

Salary: £24,000 to £26,000 per annum (Dependant on experience)

Contract: Permanent

Hours: 40 per week 8.30am – 5.00pm

Holidays: 25 + Bank Holidays

Reporting to: Head of Finance

Extra:

Onsite parking

Company pension

Life insurance

Wellness programme