

Job Description

Credit Controller

About the Elmdale Group

Elmdale Group are based in Aldermaston, Berkshire and provide service-led office and business solutions including a full range of printing, copying, I.T. and network solutions for clients across Berkshire, Hampshire, Surrey and Oxfordshire.

What are we looking for?

We are looking for a locally based, full-time Credit Controller to join the team. This is an ideal opportunity for an individual with strong attention to detail, combined with the ability to provide outstanding customer service.

The role is office-based and our hours are: Monday to Friday from 9.00am to 5.30pm

What the Credit Controller role involves:

- Processing and checking customer and supplier invoices.
- Contacting customers to build relationships and ensure that debts are collected in a timely manner.
- Responding to customer invoice queries, including coordinating with other departments to provide necessary documentation as required.
- Undertake any other duties as required by management, commensurate with the grade of the post.
- Using and Integrating with our bespoke software systems (full training provided).

Skills required:

- Credit Control experience in a busy environment.
Strong Excel and Sage 50 skills.
- Good communication skills and confidence to ask questions.
- Experience with Asolvi Vantage Online and/or Datto (*would be ideal but training will be given*).
- Ability to adapt to varying workloads.
- Minimum 2 years' experience of working within a Credit Control role.
- High level of accuracy and attention to detail.
- Ideally, live within a 15 mile radius of our Aldermaston offices.

What are the Benefits?

- **Salary:** Between £25,000 and £30,000 depending on experience.
- **Annual Holiday:** 28 days (including Bank Holidays)
- **Annual Bonus:** Based on personal contribution and performance.
- **Workplace Pension**
- **Employee Assistance Enrolment**
- **Other Benefits:**
 - We have a casual dress policy
 - We hold regular company events
 - We provide free on-site parking



Elmdale IT Services Ltd

www.elmdalemaintenance.co.uk
www.elmdaleit.co.uk

Email your CV to: stuart@elmdalemaintenance.co.uk

Unit 4 & 5 Bacchus House, Calleva Park,
Aldermaston, Berkshire RG7 8EN



Elmdale Maintenance Ltd