

## Job Description

<b>Job title</b>	Accounts Receivable and Credit Control Manager (CIOT/ATT)
<b>Department</b>	Finance
<b>Reports to</b>	Financial Controller
<b>Location</b>	Monck Street
<b>Working hours</b>	35

### Job Purpose

We are looking for a manager with credit control experience and strong understanding of the risks to our aged debtors and cash flow.

Provide analysis on cash flow and make decisions relating to the accounts receivable and payables.

They will analyse these areas and plan effective measures to improve our process and deliver relevant reports for decision making relating to cash and debt management.

They will have a monthly target of the reducing DSO and ownership of billing for both organisations.

Excellent communication and negotiating skills are necessary to work with external and internal stake holder.

Flexibility and agility are key to delivering an excellent service to both organisations (ATT and CIOT) and being successful in the role.

### Key Accountabilities

- Provide analytical reports on the Debtor days and take action to resolve this on a monthly basis
- Monthly reporting on cash collection in relation to credit control
- Daily flash reporting on cash collection sent to senior management
- Provide KPI's for credit control reporting and cash management
- Implementation of new invoicing systems within CRM to capture all income streams
- Develop and improve automation of Invoices process working with CRM consultants
- Monitor the KPI's and report on any differences
- Manage and report Monthly aged debtors over 60 days with commentary
- Send monthly report on debtors and Working capital to FC
- Working closely with Education and membership teams to devise plan to ensure billing and cash collection is completed before deadlines relating to exam results
- Set up direct debit collections for ATT and CIOT and prepare Payments to suppliers.
- Prepare aged supplier analysis on monthly basis in line with Cash flow forecast
- Review and respond to all supplier payments request
- Set up BACS, priority payments and all other bank payments for authorization by FC
- Additional activities as requested by the Financial Controller
- At year end be the Billing and purchase lead for auditors

### Skills Needed to Fulfil the Role

- Educated to degree level
- AAT qualification or equivalent would be desirable
- Reporting and analytical skills
- Over 3 years Credit control experience
- Advance level of Excel (Pivots, SumIf VLookup, HLookup)

- Data analysis experience
- Excellent communication and negotiating skills and with non-financial managers
- Diplomacy approach in working with stakeholders
- Has managed small projects and implemented new process
- Able to adapt to fluctuations and changes to work demands
- Demonstrates a customer service mentality to their internal and external customers
- Strong interpersonal skills to build effective working relationships
- Banking and payments experience needed
- Bank reconciliation experience
- Excellent communication skills
- Able to manage themselves and maintain multiple tasks
- Able to communicate in clear and concise manner
- Works well within a team structure

The closing date for applications is by 5pm on Tuesday 31st August 2021.

CV applications are to be sent to Caroline Wright at [cwright@ciot.org.uk](mailto:cwright@ciot.org.uk).