



## JOB DESCRIPTION

<b>Division:</b> GC Aesthetics Head Office	<b>Location:</b> Dublin
<b>Job Title:</b> Group Credit Control Lead	<b>Department:</b> Finance

<p><b>Responsible to:</b> Group Financial Controller</p> <p><b>Member of:</b> Finance Team</p>
<p><b>Purpose of Job</b> (Summary)</p> <ul style="list-style-type: none"> <li>• Manage the Group Accounts Receivable and Group Credit Control Function. Role is based in Dublin</li> </ul> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage the day to day collections function for 3 Group entities (UK, France, Ireland) and maintain overview of collections performance of 5 other Group entities</li> <li>• Liaise closely with Group, UK and France Financial Controllers and ensure Group Credit Management policies and procedures are adhered to</li> <li>• Achieve daily, weekly &amp; monthly targets as assigned by Group Financial Controller and prioritise collection of debt within the AR ledger</li> <li>• Drive efficiencies throughout the AR and credit control function</li> <li>• Maintain regular customer contact by phone and email</li> <li>• Maintain client data, ensuring accurate and complete information opening new accounts and updating customer price agreements in Microsoft Dynamics AX.</li> <li>• Liaise with the customer service teams to ensure detail is reflected correctly on the invoices which allows us to have a “right first time” approach</li> <li>• Liaise with Sales teams, Customer Service and Local Financial Controllers where necessary to ensure timely collection of outstanding debt</li> <li>• Resolve disputed accounts and negotiate to bring payments into line with terms.</li> <li>• Propose Payment Plans to Group Financial Controller where necessary and report on compliance</li> <li>• Generate and distribute monthly statements to customers</li> <li>• Generate and distribute dunning letters to overdue customers</li> <li>• Report monthly on movement of aged listing</li> <li>• Reconcile of cash entry after payments are posted</li> <li>• Forecast Cash Receipts on a weekly basis</li> <li>• Manage Factoring process. Upload invoices to factoring company platform in France and UK. Reconcile customer balances post settlement. Prepare reports on factoring drawdown, credit available etc.</li> </ul> <p><b>Qualifications / Experience</b></p> <ul style="list-style-type: none"> <li>• Fluent French speaker</li> <li>• Experience working in Credit Control</li> <li>• Experience working in an Accounts Receivable Team operating across multiple countries and currencies</li> <li>• Detailed knowledge and understanding of accounts receivable and collections procedures</li> <li>• Highly proficient in Microsoft Dynamics AX and Excel</li> <li>• A proven team player with excellent communication skills, analytical skills and attention to detail</li> <li>• Very effective organisational skills</li> <li>• Ability to work to tight deadlines</li> </ul>