



## JOB DESCRIPTION

<b>Division: GC Aesthetics Distribution</b>	<b>Location: Dublin, Ireland</b>
<b>Job Title: Group Credit Control Lead</b>	<b>Department: Finance</b>

**Responsible to: Group Financial Controller**

**Member of: Group Finance Team**

**Purpose of Job (Summary)**

- Manage the Group Credit Control and Group Accounts Receivable Function and Role is based in Dublin

**Key Responsibilities**

- Establish policies that follow customer service best practices while ensuring customers submit payments on time
- Liaise closely with Group, UK and France Financial Controllers and ensure Group Credit Management policies and procedures are adhered to
- Manage the day-to-day collections function for 2 Group entities (Group/International, UK) and maintain overview of collections performance of 7 other Group entities
- Achieve daily, weekly & monthly targets as assigned by Group Financial Controller and prioritise collection of debt within the AR ledger
- Drive efficiencies throughout the AR and credit control function
- Maintain regular customer contact by phone and email
- Maintain client data, ensuring accurate and complete information opening new accounts and updating customer price agreements in Microsoft Dynamics AX.
- 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
- Liaise with Sales teams, Customer Service and Local Financial Controllers where necessary to ensure timely collection of outstanding debt
- Resolve disputed accounts and negotiate to bring payments into line with terms.
- Propose Payment Plans to Group Financial Controller where necessary and report on compliance
- Generate and distribute monthly statements to customers
- Generate and distribute dunning letters to overdue customers
- Report monthly on movement of aged listing
- Reconcile of cash entry after payments are posted
- Forecast Cash Receipts on a weekly basis
- Manage Factoring process. Upload invoices to factoring company platform. Reconcile customer balances post settlement. Prepare reports on factoring drawdown, credit available etc.

**Qualifications / Experience**

- Fluent in English and Spanish. French also an advantage.
- 5 years working in Credit Control
- Experience working in an Accounts Receivable Team operating across multiple countries and currencies
- Detailed knowledge and understanding of accounts receivable and collections procedures
- Highly proficient in Microsoft Dynamics AX and Excel
- A proven team player with excellent communication skills, analytical skills and attention to detail
- Great problem-solving skills
- Very effective organisational skills
- Ability to work to tight deadlines