

JOB DESCRIPTION:

JOB TITLE:	Credit Controller
REPORTING TO:	Credit Control Manager
REMUNERATION:	Competitive salary and benefits package
LOCATION:	Based at the Company's office located at: The Metal Box Factory, 30 Great Guildford St, London SE1 0HS
COMPANY BACKGROUND:	<p>Bancroft Wines Ltd is one of the UK's premier wine companies, serving a wide network of trade, private and corporate clients.</p> <p>Our commitment to supplying outstanding wine is reflected in the quality, variety and competitiveness of our extensive portfolio.</p> <p>We have expert teams dedicated to supplying fine wines, including a unique portfolio of Exclusive Agencies, to private buyers and investors, corporate buyers and to many of the most prestigious restaurants and hotels in the UK as well as a wide network of independent merchants and retailers.</p>
JOB DESCRIPTION:	Bancroft Wines is looking to recruit an experienced Credit Controller to support the Credit Control Manager and play a key role within our Finance department, working alongside our Customer Services, Sales, Buying and Marketing teams in direct liaison with both our customers and suppliers.
KEY DUTIES AND RESPONSIBILITIES:	<p>This role requires a self-motivated, proactive Accounts Receivable professional with the ability to deliver on specific departmental objectives.</p> <p>Key duties and responsibilities include:</p> <ul style="list-style-type: none"> • Daily sales invoicing and raising any credit notes required; • Allocating bank and credit card receipts to accounts; • Releasing orders daily to meet delivery cut-off timeframes; • Uploading sales invoices onto relevant supplier portals; • Invoicing supplier recharges, wine storage fees and tasting fees; • Sending month-end customer statements; • Notifying customers of direct debit amounts monthly and processing via Fastpay; • Chasing customer debts; • Setting up new customer accounts and carrying out the necessary credit checks; • Producing monthly reports on Debtors and future Ex-cellar sales, as well as other ad hoc reporting as requested; and • Supporting Finance colleagues with other Finance-related queries and tasks as they arise.

JOB DESCRIPTION – CREDIT CONTROLLER (Cont'd)

SKILLS & ATTRIBUTES:	<p>The successful candidate is likely to have a background in credit control, ideally within the wine industry or retail sector and can demonstrate:</p> <ul style="list-style-type: none"> • IT literacy and system skills - a working knowledge of Vintner an advantage; • Ability to communicate with both customers and sales colleagues in a polite and professional, yet persuasive manner; • Capacity to work to tight deadlines, under pressure whilst achieving pre-agreed performance targets; • Commercially astute with meticulous attention to detail; and • Self-starter with a great team working attitude and also the ability to work autonomously and unsupervised
HOURS OF WORK:	<p>Fulltime role based on 37.5 hours per week. Standard hours are Monday to Friday inclusive, between 9:00am and 5:30pm (allowing an hour for lunch) although flexibility is required to work around the commitments of the business subject to agreement with the senior management.</p>
BENEFITS:	<ul style="list-style-type: none"> • 25 days' holiday in addition to public and bank holidays increasing to 28 days' entitlement after 5 years' completed service • Life Assurance • Income Protection • Auto Enrolment (Workplace) Pension Scheme • Wine discounts

Duties and responsibilities of this role will include but not be limited to the above and will vary in response to the requirements of Bancroft Wines' operations at any given stage.

Last reviewed: April 2022