

Job specification – Credit controller

Location: **Isle of Man**
Reports to: **Head of credit control**
Date published: **1/9/2016**

About the role

Due to the expansion of the finance team and our rapidly expanding business, plan.com is looking to recruit an experienced credit controller, who will be responsible for:

- Chasing outstanding debt
- Improving the efficiency and implementation of credit control procedures to ensure timely payments are received from customers
- Partnering with key customers and chasing customers for payment
- Liaising with lawyers and external debt collection agencies, as required
- Negotiating and implementing payment plans for overdue customers
- Chasing customers to reinstate cancelled direct debits, and process reinstated direct debits through the BACS system
- Regular monitoring and reporting of aged receivables
- Ensuring highly accurate records are maintained at all times
- Continuing to monitor and review customer credit limits alongside the underwriting team
- Maintaining and creating direct debit reconciliations and pivot tables of reporting thereof
- Work closely with key stakeholders within the business
- Updating and creating credit control policies and documentation within the business

Key skills/attributes

- Relevant experience and a proven track record in business debt collection
- Excellent communication skills on all levels
- Ability to work on own initiative as well as part of a team
- Sound numerical skills
- Sense of urgency and the ability to work in a fast-paced office environment
- Deadline focused with ability to prioritise tasks
- Flexible and multi-tasking ability to produce results
- Excellent knowledge of Microsoft Office, especially Microsoft Excel



About plan.com

plan.com is the UK's fastest growing business communications provider.

We're technology-led and invest heavily in our award-winning online portal, which our partners use to generate quotes, close deals and manage customers.

Thanks to our portal, we've torn up the rulebook and changed the industry. It gives our partners unprecedented levels of flexibility and control, helping them to open and close deals, as well as deliver exceptional service even when they're away from their desks.

Along with our outstanding customer service and impressive commercials, it's the reason we're number one.

Got what it takes?

Drop us an email using the address below. You can use this address to apply for the position or to ask any questions you may have.

If you're applying for the role, we'd appreciate a cover letter (keep it under a printed page), an up-to-date CV, and any additional relevant materials such as a portfolio for creative work.

jobs@plan.com

What's in it for you?

- Competitive package
- Bonus scheme and recognition awards
- Company-wide pension scheme
- Private health insurance
- Flexible personal interest allowance
- Personal development and training
- Generous holiday allowance and paid bank holidays
- Extra half day holiday on your birthday every year
- Family friendly with maternity/paternity allowance
- Wide range of social events including legendary Christmas and summer parties
- Excellent exposure in a fast-paced environment whilst being challenged and rewarded

Why work on the Isle of Man?

The Isle of Man is safe, social, attractive and offers low tax rates.

Rugged coastlines and rural landscapes make the Isle of Man a stunning place to work.

Whether you grew up here or you're new to the island, a job at plan.com not only provides a fantastic working environment surrounded by amazing people and exciting work, but being based on a stunning island ensures you find the right balance between relaxation and adventure.

What to expect from a career at plan.com

plan.com launched in October 2013. We're young, energetic and growing fast, which means we're always on the look-out for people who share our passions, dedication and will grow with us.

We promise that when you start your career with us, you'll never stop learning and you'll never stop being challenged.


If you fit the bill, get in contact. We'd love to hear from you.

We're not your average company

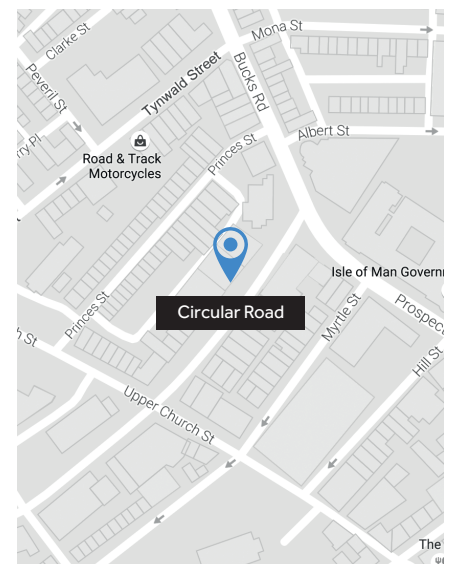
We work hard but we play harder. Everyone's input counts.

Whether you're an assistant or a director, you know that what you're doing is going to make a difference to the success of the company.

 jobs@plan.com

 +44 (0)3300 88 89 90

 plan.com
2nd Floor, Capital House
Circular Road,
Douglas,
Isle of Man
IM1 1AG



plan.com