

**Campden BRI (Chipping Campden) Limited**

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**Campden BRI (Nutfield)**

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## Job Profile

### Credit Control Assistant Maternity Cover Fixed Term Contract

### Finance Department

For enquiries concerning this job, please contact:

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Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

## **Locations**

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time to time travel to other Group sites.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

## **Department**

The Finance Department consists of ten staff providing support to the operational business.

The position reports to the Credit Controller and will proactively and efficiently maintain the debtor days at a low level. This is to be done by pursuing debtors by phone and email to ensure queries are dealt with and monies are collected and allocated within a timely manner.

With the ongoing implementation of the New CRM system, the department continues to review processes and procedures – with an objective of making processes ‘leaner’ and increasing the proactive support and supply of MIS to the operational business.”

## **Duties and responsibilities:**

- Proactively chasing clients by email, phone and letter to ensure that they pay on payment terms.
- Efficiently liaising internally and externally to resolve queries to prevent delayed payments.
- Maintaining and strengthening relationships with both colleagues and clients internally and externally.
- Assisting in the monthly reporting to management on Key accounts, to identify areas of concern.
- Production and allocation of invoices, credit notes when required.
- Ensuring that the chase cycle is adhered to and chase letters are sent out following this process.
- To process invoices on client’s Online portal systems.

### Knowledge, Skills and Experience:

- Proven experience in Credit control and/or Accounts receivable role.
- 5 GSCE's or equivalent
- Strong IT skills in Word and Excel
- Ability to work proactively.
- Being able to adapt well to inter-departmental process changes.
- Must have excellent communication, organisational and Interpersonal skills.

### Pay and benefits

<b>Salary:</b>	Guide £17,000 - £20,000pa (pro-rated for part-time hours)  Full and part-time hours will be considered for the role; Full time 38 hrs per week 8.45-5.15 Mon–Thur 8.45-4.30 Fridays. Part time hours will be a minimum of 21 hours per week over 5 days, Monday to Friday, or 4 days, Tuesday to Friday.
<b>Grade:</b>	G2
<b>Holidays:</b>	24 days plus public holidays and a <a href="#">buying/selling holiday scheme</a> .
<b>Pension scheme:</b>	Campden BRI operates a pension scheme
<b>Training:</b>	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
<b>Health:</b>	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
<b>Others:</b>	Other benefits include subsidised restaurant/vending machine and parking on site.

### Further Information

If further information is required, please visit our website [www.campdenbri.co.uk](http://www.campdenbri.co.uk)