

**Campden BRI (Chipping Campden) Limited**

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**Campden BRI (Nutfield)**

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## Job Profile

### Credit Controller 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 Financial Accountant and will involve responsibility for overseeing and managing all aspects of the Accounts Receivable section.

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:**

- Primary responsibility for sales ledger and debt collection.
- Assess and monitor credit limits and credit risk.
- Provide credit advice to colleagues on draft proposals over £10k.
- Ensure debtor days are kept within the agreed number of days.
- Responsibility for the quick and effective resolution of customer queries to prevent delayed payments.
- Pursuit of debtors to secure earliest payments.
- Maintenance of an accurate and reconciled sales ledger to enable timely cash collection.
- Production of adhoc invoices, credit notes in a timely manner.
- Provide monthly automated chase letters and statements dates to the team.
- Manage and chase payment of proforma invoices.
- Weekly allocation of new accounts to the team.
- Bad debt provision monitoring and calculation; posting the provision journal monthly.
- Preparation of monthly cash collection forecasts of measuring performance against them.
- Detailed reporting to Financial Accountant on a weekly and monthly basis.
- Monthly management information reporting to Directors.
- Running monthly priority reports and reviewing with the team.
- Monitoring “on stop” clients to reduce risk to the business.

- Liaising with internal operational departments; to resolve outstanding queries and development processes.
- Improving current credit control practices so that dealing with Campden BRI is an effortless experience.
- Continuously looking for new methods of processing, reporting and analysing to improve performance and efficiency.

### Qualifications and competencies

- Able to demonstrate competence as a Credit Controller.
- 5 GCSE's or equivalent.
- CICM or similar would be an advantage.
- Previous proven management skills.

### Key skills

- Proven effectiveness in managing a Credit Control function.
- Proven skills in evaluating and managing system and cultural change.
- Effective negotiator with drive and determination.
- Strong IT skills including Excel and Word.
- Excellent communication skills.
- Technical knowledge of double entry book keeping.

### Pay and benefits

<b>Salary:</b>	Guide £25,000 - £26,000pa Full time 38 hrs per week 8.45-5.15 Mon–Thur 8.45-4.30 Fridays
<b>Grade:</b>	G3
<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)