

## Credit Controller

Control Risks is a specialist risk consultancy that helps to create secure, compliant and resilient organisations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success.

We provide our clients with the insight to focus resources and ensure they are prepared to resolve the issues and crises that occur in any ambitious global organisation.

We go beyond problem-solving and give our clients the insight and intelligence they need to realise opportunities and grow. From the boardroom to the remotest location, we have developed an unparalleled ability to bring order to chaos and reassurance to anxiety.

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### Our people

Working with our clients, our people are given direct responsibility, career development and the opportunity to work collaboratively on fascinating projects in a rewarding and inclusive global environment.

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### Location

Port Harcourt, Nigeria

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### Engagement

Permanent

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### Department

Finance

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### Manager

Finance Manager

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### Job Purpose

To work in Rivers state and assist the Finance team by ensuring timely collection of outstanding invoices.

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### Tasks and responsibilities

- Act as the main Point of Contact in Port Harcourt for all Finance related or any other matter as it may deem fit
  - Liaise with Port Harcourt based Clients on payment status of sales invoices
  - Chasing overdue debt by telephone, email and letter in line with the Group Credit Control Process
  - Monitor despatched invoices through to payment
  - Work closely with other parts of the business to resolve any client queries quickly and efficiently
  - Attend debtor meetings and distributing action points
  - Regular reconciliation and reporting of outstanding receivables
  - Client cash flow forecasting.
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- Follow up and collection of withholding tax credit notes
- Liaison with the Rivers State Inland Revenue Service on all tax matters as necessary
- Obtain treasury receipts of all PAYE tax payments and Tax matters relating to the Company
- Ad hoc duties.

#### Knowledge and Experience

##### Essential

- Experience of and track record of success in credit control
- Strong written and verbal communications skills
- Proactive in resolving issues with clients, particularly via telephone
- Numerical accuracy, high attention to detail, ability to prioritize and ability to work on own initiative
- Well organised in a pressurised environment of changing priorities and deadlines
- Effective team worker

##### Preferred

- Experience of working for a global business

#### Level and Qualifications

##### Essential

- Proficient level of IT literacy – to include MS Office packages (Excel Intermediate/Advanced)
- B.Sc. Accounting or Equivalent
- Previous B2B experience
- Experience of working with Dynamics

#### Competencies

##### Innovation & Creativity

- Shows initiative in work
- Proffer new ideals of doing things

##### Solutions Focused

- Takes responsibility to analyse the situation to provide and or escalate the solution
- Clear, committed and delivers on what is required in role and strives to exceed expectations. Shows drive and determination to achieve high standards

##### Personal Effectiveness

- Communicates clearly both verbally and in writing
- Plans and organises own workload, prioritising when necessary

##### Result Oriented

- Committed & Delivers what is required of role
- Shows drive & determination to achieve high standards
- Strives to exceed expectation

##### Client Service

- Responds to clients positively and is flexible, provides best possible service clients;

Puts the client first.

**One Firm**

- Works with colleagues in a supportive manner to achieve joint aims
- Knows the business

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**Behaviours**

All employees are expected to display behaviours reflective of our company values: **Integrity and Ethics, Collaboration and Teamwork, Commitment to People and Professionalism and Excellence.**

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**How to apply**

If your qualifications, experience and aspirations match our requirements please email a covering letter (How your experience(s)/qualifications fit the position and reasons why you want to work for Control Risks) and C.V., stating “**Credit Controller**” in the subject of your email and your current salary to: [Africa.recruitment@controlrisks.com](mailto:Africa.recruitment@controlrisks.com)

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