

LIBERTY WINES

Junior Credit Controller

Liberty Wines is one of the most dynamic and fast-growing wine companies in the UK, supplying a wide range of premium wines to all sectors of the trade including restaurants, regional wine merchants and multiple grocers and specialists. This growth has been driven by the quality of our wines, our service and our people.

An opportunity has arisen for a dynamic individual to join our busy credit control function. The role is an integral part of the credit control team providing critical support to the team.

This unique role will offer an opportunity to grow within our credit team, learning all aspects of our credit function. You will be interacting with internal and external business partners across the UK and Europe. Ideally the candidate must have previous customer service experience and be able to demonstrate excellent organisation skills.

Key Responsibilities:

- Account Applications – Loading new applications to NAV and saving to customer card
- Banking – Daily bank balances report, posting the daily banking (multi-currency) and allocating payments, including following up on any missing remittances
- Credit Card – Posting and allocating all payments, reconciling the card payments to third party reports
- Cheque payments – Batch up, post and allocate all payments, deposit at bank
- Unapplied Cash – Reconciliation and reduction of all unapplied cash
- Statements – Generating monthly statements in PDF and Excel as required, including reconciling email statement run and updating email addresses on NAV
- Direct Debit – Maintaining the Direct Debit environment, loading new mandates, generating, reconciling, processing and posting bi-monthly Direct Debit runs for UK & Ireland
- Credit Control Inbox – Managing all emails, responding (i.e. copy docs), filing & escalating as required
- Staff Sales Accounts – Creating and reconciling monthly report for Human Resources detailing amounts to be deducted from salary in respect of staff discounted purchases of wine.
- Customer Card – Maintaining the accuracy and integrity of the customer card, including reviewing portfolio, ensuring credit held status on customer card is appropriate
- Debt Chasing – Providing support to controllers to collect customer debt by phone and email in accordance with the credit policy
- Management of credit-held customer orders
- Ad Hoc – Supporting the credit control and finance team as required

Wine knowledge is not essential but a willingness to learn is encouraged.



LIBERTY WINES

Skills and Experience:

- Finance and administrative experience required, preferably in credit control
- Strong communication skills (both oral and written): the ability to communicate verbally or in writing; a confident telephone manner; tactful and diplomatic when under pressure
- Strong IT skills including Excel (Vlookup & Pivot Tables) with Microsoft NAV an advantage
- Excellent organisational skills and attention to detail
- Strong team player

Salary and Benefits:

Salary range will be dependent on experience with the following:

- Personal Bonus of up to 5% of basic salary based on performance against key objectives
- Participation in discretionary Company bonus scheme
- 25 days holiday
- Stakeholder pension scheme
- Season Ticket / Cycle to work Scheme – upon completion of your probation
- Travel insurance
- Discounted wine

Located in Clapham North, south west London, and Investors in People accredited, Liberty Wines is an award-winning company which offers excellent opportunities for training and development alongside a great working environment.

Please apply with covering letter, CV and salary expectations to:

finance.jobs@libertywines.co.uk

www.libertywines.co.uk



 @liberty_wines
www.libertywines.co.uk
order@libertywines.co.uk
020 7720 5350