



## Job Description

Job title: Credit Controller

Department: Finance

Jurisdiction: Jersey

### Purpose of the role

Operating as part of the Finance function of Ogier, this role has day to day responsibility for compliance with policies, procedures and controls in the areas of credit control and billing across all Ogier entities ensuring high levels of client service, internal and external at all times.

### Key Responsibilities

- Effective and timely credit control for Europe, assisting other jurisdictions where required
- Maintain the integrity of ARCS with thorough collection notes, representing actions taken
- Timely analysis of aged debt with provision of reporting tools, where required
- Assist with WIP analysis to ensure working capital across the Group is utilised effectively
- Design and implement policies and processes, or leverage existing best practices, as required to enhance credit control functionality
- Recommend to management strategies for improving internal processes to maximise productivity, quality of work and minimise revenue leakage
- Respond to miscellaneous queries from fee earners, secretaries and third parties within 24 hours
- Perform all aspects of roles in accordance with policy, procedure and controls
- Work collaboratively with Finance Operations to assist others at peak times and periods of absences for Billing
- Develop strong relationships with all Group Finance functions to ensure identification, efficiency and consistent use of best practices
- Demonstrate excellent client service culture with Finance, Ogier and external parties

### Competencies

- Essential: minimum experience of 2 years in a similar role
- Essential: basic proficiency in the use of Microsoft Office
- Essential: ability to multi task
- Preferred: intermediate proficiency in the use of ARCS
- Preferred: basic proficiency in the use of Elite
- Highly diligent with an organised and timely approach to work, ensures attention to detail
- Excellent client service mentality with a 'can do, will do' attitude
- Effective and respectful communication, both verbally and in writing
- Ability to work proactively and effectively within a team and with minimal supervision
- Analytical and logical approach, with a strong sense of initiative
- Awareness of the importance of the wider commercial environment
- A team ethos and excellent client service attitude

## Job description (cont.)

### Contact

To apply for this role please send your CV to [recruitment@ogier.com](mailto:recruitment@ogier.com)

Regulatory information can be found at [ogier.com](http://ogier.com)