

job description

Role: Credit Controller
Department: Group Services
Location: Hartlebury
Salary: Negotiable

Your reason for being here...

Everyone at DRPG has a purpose and yours is to take full ownership of the AR ledger and support our UK-based teams as we continue to grow at pace.

The way you roll...

You are the type of person who thrives on order and detail and tackles financial challenges head-on. With the agility of a superhero, you're proactive, process-driven, and a natural problem solver. That's why you've already gained plenty of experience as a Credit Controller. Now, you're looking for something new and are excited about helping our business grow.

Your communication skills are top-notch, both on the phone and in person – you've got that charm that makes people love talking money with you. You are super organised, your attention to detail so sharp you can spot a decimal point from a mile away and you're comfortable working on your own initiative. Basically, you have all it takes to ensure our financial ship sails smoothly.

Got accounting qualifications to enhance understanding of the ledger and transactions? Bonus points for you!

How you make it all possible...

- Taking full ownership and understanding of the AR ledger
- Producing a weekly debtors report that we share with our Account Directors, to support them in keeping their clients on track with payments
- Managing the AR ledger, with daily housekeeping, to ensure information flows correctly into the system and associated reports
- Completing remittance reconciliation to ensure quality on the ledger
- Generating monthly statements and building relationships with customers' finance departments
- Performing credit checks on new and existing clients to help support credit decisions

- Forecasting receipts for the cashflow weekly
- Attaining high conversion rates from sales to receipt
- Supporting with any and all accounting processes the team need a hand with from time to time
- Sharing regular updates with your Finance Manager and Head of Finance on the ledger

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may, from time to time, reasonably require.

What's in your toolbox...

- Strong experience in all areas of Credit Control, gained by working in established and busy Finance departments
- AAT qualifications and a minimum of 5 years' experience in credit control
- Confidence and competency using accountancy systems (our preference is for Sage, especially Sage Intaact, but we know the skills are transferable)
- Maybe some experience of American or German business, we're a global company, you see
- Plenty of examples of where you've made improvements or challenged existing processes – we need someone who can identify opportunities to improve current processes
- High level of experience in Excel and Microsoft Office 365

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role is based in our Hartlebury office. There will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key! We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer. Data Security (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.