



## NORWICH AIRPORT LTD

### JOB DESCRIPTION

**JOB TITLE:** Finance Assistant/Credit Controller

**DEPARTMENT:** Finance

**REPORTS TO:** Financial Controller

---

#### Main Scope and Function of Job

This is a part time role at 20 hours per week, based at Norwich, for a Finance Assistant/Credit Controller.

The main scope of this position involves carrying out the company's credit control function and maintaining vehicle maintenance records, together with providing general ad-hoc support to the Management Accountant, Financial Controller and wider Finance team.

This role requires an individual who can work quickly, accurately and efficiently and communicate with customers and other airport staff via email and telephone.

#### Environment

The role can be a mix of office and home working

#### Supervisory Responsibilities / Decision Making Authority

N/A

#### Main Duties & Responsibilities

- 1) To implement the company's credit control system including, but not limited to:
  - Posting bank receipts from customers into accounting software
  - Maintaining list of outstanding debts
  - Sending statements to customers
  - Ensuring customers pay on time and chasing overdue debts by email or telephone
  - Reconciling customer accounts and resolving disputes

- Reporting to management weekly on outstanding balances
- 2) To assist with maintaining the company's vehicle maintenance records on Blue Crystal software.
- 3) Provide administrative and accounting support as necessary to the Management Accountant and Financial Controller and provide back-up support for other functions within the team. This may include, but is not limited to:
- Collecting and entering data in financial spreadsheets
  - Monitoring, sorting, distributing & filing emails
  - Scanning
  - Filing
- 4) Adhere to the company's financial policies and procedures, and always maintain confidentiality regarding sensitive information

## **REQUIREMENTS**

### **Experience**

- Credit control
- Working in an accounts office environment

### **Specialist Training**

- Experience of Sage X3 accounts package (desirable but not essential)

### **Aptitude / Skills**

- Excellent communication skills via email and telephone
- Attention to detail
- Conscientious about accuracy of own work and ability to perform personal review
- The ability to work under own initiative and as part of a team
- The ability to adhere to deadlines
- Good working knowledge of Microsoft Excel