

Credit Control Administrator

January 2022

An opportunity has arisen for a Credit Control Administrator to join our growing team at Northern Group Management Limited. Northern Group is a thriving property company, trading in the fastest developing area of Manchester City Centre, Ancoats Urban Village. Providing management services for residential, commercial, and co-working brands.

Key Responsibilities

Assist the Property Accounts Manager with the arrears management and various credit control processes, whilst acting in the best interest of the Landlords and offering a high standard of customer service to their tenants.

Providing support to the Property Accounts team.

Credit Control Administrator

- Credit control/ arrears management/ recovery and legal proceedings
- Contacting clients to ensure timely payments (telephone, email, letters etc.)
- Prompt resolution of account queries
- Posting and processing receipts
- Bank reconciliation
- Raising and issuing invoices
- Tenancy rent audits
- Stripe payment reconciliations
- Deposit deductions/ End of Tenancy charges
- Supporting the month end reconciliation process

Personal Specification

Attributes:

We are looking for a candidate who will demonstrate:

- Effective debt collection skills
- Strong communication skills
- A confident and professional telephone manner
- The ability to prioritise workload and meet deadlines
- Attention to detail and accuracy
- Problem solving

Jactin House, 24 Hood Street,
Ancoats Urban Village,
Manchester, M4 6WX

0161 974 3232
enquiries@northerngroup.co.uk
northerngroup.co.uk

**Requirements:**

Accounting experience

Credit control experience

Strong Microsoft Office skills

Minimum 5 GCSE's (A-C) to include English and Maths

Job Specifications**Working Commitments:**

- Working Hours: Monday to Friday – 25 hours per week
- Job type: Part-time, permanent

Other:

- Annual salary of up to £12,870
- On-site parking available
- Pension contribution
- Company social events

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