

# Credit Controller/Accounts Assistant

June 2022

An opportunity has arisen for a Credit Control/ Accounts Assistant 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.

The role is offered on a permanent basis, with flexible hours available (between 25 to 40 hours per week). Hours to be worked within our core opening hours of 9am to 5.30pm Monday to Friday.

## 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/ Accounts Assistant

- 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 (Minimum 2 years)

Credit control experience (Minimum 1 year)

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 to 40 hours per week
- Job type: Part-time or Full-time, permanent

**Other:**

- Annual salary of up to £25,000 depending on experience (on a pro-rata basis)
- On-site parking available
- Pension contribution
- Company social events

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