

Credit Controller/Accounts Management Officer

As Credit Controller/Accounts Management Officer of Apricot Insurance Services, you will be responsible for the maximisation of profits by ensuring all debt owed to the company is paid in full and in a timely manner. This is a role in which the right person can make an incredible difference to the future success of the company as it aims to become one of Northern Ireland's leading insurance brokers.

Who is the role suited to?

This role is ideally suited to someone with prior experience in a credit control role within a busy environment and a good knowledge of ledgers. A decision maker with good communication skills who is committed and well organised.

About Apricot Insurance:

Established in 2013, Apricot Insurance is an independently owned insurance broker with a wide product range in both personal and commercial lines. Built through the acquisition and subsequent evolution of a traditional insurance broker, the company now has 10 full time staff and a variety of established marketing channels, including aggregators.

Apricot's owners and board have an ambition to significantly grow the company with a focus on new customer acquisition through additional aggregator channels and lead acquisition through offline and alternative online sources.

The Role:

An experienced credit controller with a proven track record of debt recovery within a fast past environment. You will work closely with the finance department to ensure all accounts are up to date and therefore helping to push the business to reach its full potential.

Your responsibilities will include:

Pro-active debt management: Contacting debtors through multiple channels to notify and retrieve outstanding balances,

Negotiating and implementing payment plans: Liaising with customers to set up payment plans and taking ownership to ensure payments are received on time. Realising if a customer is facing financial difficulties and working sensitively through these situations,

Allocation of cash receipts and reconciliation of customer/ client accounts: Ensuring all payments received are correctly allocated to the customers' accounts and therefore correctly reflected in ledgers. Assisting finance department to ensure all insurer accounts are settled and reconciled by their monthly deadlines,

Assisting with resolution of customer queries and issues: Communicating with customers through phone call and email to resolve any outstanding queries that are preventing debt from being repaid to the company,

Accurate preparation and distribution of credit information and debt reporting: Ensuring all debt recovered is thoroughly recorded and all ledgers are reflective of correct current outstanding debt, while ensuring that all debt management activities adhere to Regulatory Codes of Practice, Data Protection and in-house procedures.

IT Systems & Technology: Embracing technology to maximise efficiencies in all aspects of the business.

Supporting the department and other team members with relevant tasks: Ensuring all finance and admin related tasks are completed to the highest standard.

As the ideal candidate for this role, you will:

- Have at least 18 months experience in a credit control role in a busy environment,
- Have experience of working to tight targets/deadlines,
- Have excellent attention to detail,
- Be highly proficient in MS Office,
- Have strong communication & organisational skills,
- Possess a high level of IT /and web literacy,
- Have OpenGI experience (preferred but not essential).

Academic Qualifications:

- 5 GCSE grade A-C including Maths and English minimum

Company website: www.apricotinsurance.co.uk

To apply please send your CV to: careers@apricotinsurance.co.uk