

A group of four professionals (three men and one woman) are walking down a modern, white staircase with a metal mesh railing. They are engaged in conversation and smiling. The woman in the foreground is wearing a green shirt and red trousers. The man next to her is wearing a red sweater and brown trousers. The man further back is wearing a grey shirt and a dark blazer. The woman in the background is wearing a black and white checkered dress. The staircase is set in a modern building with a wooden ceiling and white walls.

Forward thinking
Straight talking

Credit Controller

JOB SPECIFICATION

Gateley /

The *role*

Our dynamic and highly skilled finance team is looking for a Credit Controller to join the team to be based in Birmingham or Manchester. As Credit Controller you will be responsible for managing cash flow and debt recovery processes, including forecasting, reporting, billing resolution, client liaison, and credit control activities to ensure financial accuracy and timely collections.

Key Skills & Experience

- Cash forecast monthly/weekly.
- Complete daily cash report for PLC and Consultancies and issue to various
- Run cost reports and action any client transfers.
- Check bills rejected folder that the billing team issue to clients direct and resolve those queries with clients and fee earners.
- Check bacs received each morning. Investigate any receipts the cashiers cannot allocate.
- Liaise with fee earners and secretaries regarding overpayments and refunds
- Move all remittances received to cashier's folder.
- Action 120 Day alerts. Following up with fee earners/Clients.
- Check dashboard in and follow up on tasks due.
- Action copy bill requests.
- Dependant on the day during the month - statements to specific clients issued by email.
- Chase clients via telephone and email update note and diarise within the system
- Arrange monthly debt meetings with matter managers.
- Run and issue aged debts by MM beginning of month.
- Run and issue aged debts by CCP mid-month.
- Issue Final Demand & Letter Before Claim letters
- Prepare paperwork for Credit Manager re account going legal
- Monthly reporting on debts to Credit Manager for debt committee on 90 Day debt
- Take credit card payments.
- Add any provisional bad debts to the system.
- Obtain credit reports.

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to carry out other ad hoc tasks as requested.

The *team*

Our highly skilled and diverse finance team is dedicated to delivering exceptional accounting services to our exciting and dynamic Professional Services Group. We offer a comprehensive range of services that cater to both legal and non-legal businesses within the Group. Our finance team is meticulously organised into several

specialised functions, including Group Accounting, Legal Cashiering, Billing, Credit Management, and Purchasing. This role will sit within our Credit Management team and will report directly into our Credit Control Manager.

We pride ourselves on servicing our internal clients to the highest standards, consistently adding value by going above and beyond in our efforts. Our commitment to excellence and proactive approach ensures that we not only meet but exceed the expectations of our stakeholders, contributing to the overall success and growth of the Group.

The *person*

Due to the nature of the work this role would ideally suit an individual who has previous experience working in a credit control team. The successful candidate will have at least 12 months experience working as a credit controller.

- Strong IT skills including a working knowledge of Excel
- Previous experience of working in an office based legal finance environment
- Ability to work well as part of a team and meet deadlines
- Ability to work effectively under pressure
- Strong attention to detail and high levels of accuracy
- Excellent verbal and written communication skills

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100

companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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