

# come and work with us



## **Credit Controller**

### **The Role:**

The Credit Controller will be responsible for carrying out general sales ledger and credit control duties, in line with the agreed monthly programme. The main focus of this role is to liaise effectively with suppliers and build relationships in order to maintain effective credit control and therefore make a positive contribution to the BCS Finance function.

### **Key Responsibilities:**

#### **Cash collection & credit control**

- Ensure the timely collection of cash in line with customer trading terms
- Ensure the process for opening new external accounts is adhered to and maintain a folder for all signed credit account applications
- Report on the number of average debtor days and aged debt on a monthly basis, highlighting overdue debts and formulating action plans in order to get up to date
- Ensure the timely cash collection from 'internal' joint ventures, resolving all queries with the appropriate cost manager
- Compile weekly cashflow forecasts for 13 week forward plans

#### **Accounts duties**

- Ensure all external invoices are registered, posted and sent to Accounts for processing, liaising with Sales Executives to resolve any queries
- Send out supplier statements and reconcile with payments received
- Provide support and back up to the BCS Accounts team as and when needed, carrying out ad hoc projects and reports as required

#### **General**

- Ensure that the level of service offered to internal customers is of the highest standard and all communications are maintained, dealing with any issues as a matter of urgency to minimise potential disruption to the business
- Ensure that your actions always have a positive effect on the Three Pillars of Profit, Safety and Environment
- Demonstrate the Company values whilst carrying out day to day duties

### **Key measures & targets:**

- Cash chased and collected on a timely basis
- Average debtor days

### **Key relationships:**

- BCS Finance team and wider BCS and Barhale teams
- Joint venture personnel
- External suppliers

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## Person Specification:

The successful candidate is likely to meet all of the following criteria:

### Essential

Previous experience of working within an Accounts function  
Ability to demonstrate skill when dealing with customer queries and escalations  
Excellent attention to detail and organisational skills  
Good working knowledge of Microsoft Office, in particular, Excel  
GCSE Maths and English (or equivalent) grade A-C  
Ability to work under pressure and adhere to tight deadline when necessary  
Ability to work well individually or as part of a team  
Tenacity and the ability to build relationships with external parties in order to maintain communications and as an end result, ensure that cashflow is maintained and debtor days reduced

### Desirable

Credit control experience

### Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

### About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunnelling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

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## **How to apply:**

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.