# JOB DESCRIPTION

# CREDIT CONTROLLER

# ARGUS FIRE SYSTEMS SERVICE LIMITED

# THE ARGUS GROUP

**Basic Responsibility:**

The Credit Control position will be responsible for the debt collection, account queries and payment allocation for our Argus clients.

**Reports to:** Chief Financial Officer

**Relationship with Internal:** Managers, Support Office,

 Service Technicians, Dispatch team, Field Staff

**Relationship with External:** Customers, Contractors and other Suppliers

**Place of Work:**  Auckland region

# Key Duties and Responsibilities

* Develop and standardise written policy documentation related to the credit and customer set up process.
* Interface with sales organisation to communicate credit decisions and ensure timely review of new customers.
* Make credit decisions within assigned authority
* Plan and organise activities of credit / customer set up team to ensure file reviews are completed timely / accurately.
* Negotiate documentation and payment terms with customers to ensure transactions are properly secured.
* Resolve credit issues with customers/Management.
* Maintain a high level of Cash Collection.
* Reduce overdue debt.
* Daily Cash forecasting.
* Monthly cash/debtor reports

**Team Performance and Leadership**

* To ensure team members are managed effectively (in particular recruitment, performance management, and training and development).
* To build strong and effective teams capable of providing services of the highest quality.
* To monitor the performance and workloads of direct reports and staff members to ensure that objectives are met by managing and being involved in the staff appraisals and recruitment process.
* Company Human Resources policies are observed and processes implemented on time to standard.
* Positive staff satisfaction results.
* Evidence points to a competent, motivated and professional workforce, performing efficiently and effectively.

**Administration/Business Management**

* Achieve all budget targets - financial and changes in the customer database.
* Forecast monthly revenue, monthly financial reporting and client invoicing.
* Good understanding of the Group’s systems – both financial and database.
* Assimilate information; keep accurate records with timely and accurate presentation of required reports.
* Contribute to the development of Annual Performance Measures; monitor and manage the established measures so as to achieve the targets set.
* Keep records of work activities up to date and to a high level of accuracy.
* Identify and manage any credit or administrative issues and risks and, where appropriate, bring attention to them for resolution or action.

In addition, the following less tangible factors will be taken into account: -

* Leadership and commitment to “The Argus Way”
* Loyalty to the Company
* Enthusiasm and drive
* The morale of the company staff and the degree of co-operation and co-ordination within the Division and with associated divisions
* Acceptance in the community generally, associations, clubs and social activities generally.