

JOB SPECIFICATION FOR A CREDIT CONTROL/ACCOUNTS RECEIVABLE MANAGER

As part of our ongoing expansion, we are looking for a **Credit Control and Accounts Receivable Manger** to join our new Dublin-based operation to manage, execute, and control our group credit control and invoicing functions.

Location: Dublin, Ireland

Reports to: Chief Operating Officer

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TRUSTED EMPLOYMENT
SOLUTIONS PARTNER

OUTLINE:

Capital GES is a market-leading provider of employment solutions throughout Europe, Latin America, Asia, and southern Africa. To help develop our growing market presence we are seeking a Credit Control and Accounts Receivable Manager based in Dublin, Ireland.

Our ideal candidate will be self-motivated, organised, proactive, and have a high level of attention to detail with a strong ability to work in a team environment.

KEY OBJECTIVES:

- Manage and execute the efficient operation of credit control for the Group in a multi-company environment
- Manage and help with processing the client invoicing for the Group in a multi-company environment
- Manage and assist with the monthly collection and maintenance of debtor accounts

PRINCIPAL RESPONSIBILITIES:

- Manage and perform client invoicing and credit control tasks efficiently using Microsoft Dynamics and Access across multiple companies.
- Manage one invoicing assistant, with another in the near future, and another local staff member
- Liaise with external clients for invoice/credit control issues
- Ensure invoices are despatched on a timely basis
- Post payments received promptly to accounts

SECONDARY RESPONSIBILITIES:

- Regular reconciliations ensuring debtor accounts are accurate
- Providing internal and external ad-hoc reporting as required
- Evaluate credit risk and the setup of new accounts
- Assist with other payroll-related tasks at times

SKILLS, EXPERIENCE AND ATTRIBUTES:

- Prior credit control/invoicing and management experience, with at least five years of work experience in an accounting environment, preferably international
- Organised, proactive and dynamic, willing to adapt to work in a fast-changing environment
- Proven skill for tenacity and accountability
- Self-starting and able to work independently as well as with a team
- Good communication skills (both written and oral)
- Good PC Skills, good working knowledge of Microsoft Office, knowledge of Microsoft Dynamics an advantage

CONTACT US:

- Please submit a full CV and cover letter in English to careers@capital-ges.com