

# ROLE PROFILE

Job Title:	Credit Controller, Finance, Germany & Netherlands	Location:	Düsseldorf, Germany
Reports to:	Regional Head of Finance, Germany & Netherlands	Division/Dept:	Finance - Continental Europe

## Summary of the Role's Main Purpose

The main purpose of this role is to support the Regional Head of Finance to achieve the company's targets and objectives for maximizing cash collection whilst, at the same time, minimizing the potential for bad debt.

## Principle Accountabilities

- Target top rental tenants and monitor forthcoming payments
- Maintain close contact with defaulters and slow paying tenants and seek approval before accepting any payment arrangements
- Prepare weekly credit control reports
- Maintain an accurate and up to date accounts receivable ledger
- Prepare and obtain approval for all journals and cash repayments
- Respond to and resolve queries on tenants' accounts from both within the company and from the tenants themselves
- Undertake ad hoc exercises as directed by the Line Manager / other team members
- Drive continuous improvement in credit control processes through the use of IT tools, automation and process enhancements, with the aim of improving collection efficiency, reducing manual work and increasing reporting accuracy.

## Core Areas of Knowledge, Skills & Experience

### Essential

- Experience working within a credit control team
- Relevant accounting background i.e. banking, financial services
- Excellent communication skills with customers, both internal and external
- Efficient and accurate in the maintenance of accounts receivable records
- Familiarity with Web based accounting systems.

### Desirable

- A self-motivated team player
- Experience working in Credit Control area

Date of completion: May 2026

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