

## Credit Controller

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Company: Intercargo Logistics (SMC-Pvt) Ltd

Location: Islamabad

Category: other-general

Intercargo Logistics is a fast paced, technologically advanced logistics and supply chain solutions company dealing with air, sea and road freight services across all 7 continents. The job will support the UK head office's accounting operations. We are looking for an intuitive, intelligent, fast thinking team member with attention to detail to join our talented team working around the world. Your role as an Credit Controller will be to support the UK head office with duties such as but not limited to:

Monitor the status of receivables in the system

Chase outstanding invoices and ensure the payments are received within allowed credit limits, making calls to/receive from clients on phone calls where necessary

Ensure receipts are recorded in system and reconciled with bank records

Raise any discrepancies in a timely manner

Ensure disputes are resolved in a timely manner

Prepare end of week reconciliation of receivables

Ensure that the AR ledger is accurate and well maintained

Setting up credit accounts for new clients

Assist and prepare end of year receivables reports for end of year accounting

Working with WCA and JCTrans network members, assigning credit limits as per SOPs, sharing weekly Statement of Accounts and resolving any queries

Working closely with Operations department to enhance efficiency of whole shipment procedures providing assistance where required from Finance end

Preparing relevant SOPs as required by departmental head

Credit card receipts reconciliation and record maintenance

Month end bank reconciliations of all banks with multiple currencies.

Qualification and Skills Required Ideally should be ACCA Affiliate/Member or Likewise Qualified Person with Relevant Experience of Working in a Fast Paced Environment as Credit Controller or Senior Executive Accounts Receivables

MUST be IT Literate with an excellent understanding of Microsoft packages, outlook, word, excel etc.

Experience of ERP like SAP, Sage, MS Dynamics is PREFERRED but not required .

MUST have excellent English written and verbal skills ( A must )

MUST be able to speak and communicate in English FLUENTLY .

Previous experience of managing with phone calls for customers chasing will be preferred

MUST have great attention to detail

MUST have excellent mathematical and analytical skills

MUST work and adhere to deadlines

Please note our office timings run from 12:30pm to 9:30pm in summers and 1:30pm to 10:30pm in winters (according to UK timings ) Office is located on 2nd Floor One Expressway, Gulberg Greens Interchange, Islamabad. #J-18808-Ljbffr

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