



Job Title:	Credit Control	Level/Salary Range:	Dependant upon experience
Department / Group:	Internal Finance	Travel Required:	No
Location:	Blackburn	Position Type:	Permanent
Department Contact:	Gill Cefai	HR Contact:	Lisa Kennerly - Director

About Us

Pierce Group is a leading operationally independent firm of business advisors supporting owner managed businesses. Based in Blackburn, Bolton and Bury the firm's core client base of owner managed businesses resides in East Lancashire but extends throughout the UK and Internationally.

Being operationally independent best places us to understand, advise and support owner managers on a myriad of business issues, in the fields of compliance, business specific and tax consultancy, corporate finance and its forensic practice. We work in partnership with many other professional services across the Northwest, bringing a trusted full suite of support to clients.

About The Role

We are seeking a proactive and detail-oriented Credit Controller to join our growing accountancy firm. In this role, you will be responsible for managing the firm's sales ledger, ensuring timely collection of outstanding invoices, and maintaining strong relationships with clients to support effective cash flow management. This is a key position that contributes to the financial stability of the Group, while delivering a professional and client-focused service.

Duties

- Chasing debts, by telephone
- Taking card payments
- statement run at the end of each month
- Setting up standing orders with clients
- Reviewing and increasing monthly standing orders
- Investigate & resolve disputes quickly
- Reporting
- Raising credit notes
- New clients – contacting to request a standing order set up
- Meetings with internal leads to review debtors
- Meet KPI targets set
- Maintaining the sales ledger- allocate payments correctly
- Monitor aged debt and prioritise collection
- Set credit terms
- Recommend improvements to procedures

Technical Skills

- Proficient in Microsoft Applications including Excel, Word, Outlook and Adobe PDF



Soft Skills

- Excellent written and oral communication
- High level of personal integrity and honesty
- Ability to work both independently on own initiative, and as part of a team
- Excellent organisational skills
- Attention to detail
- Confidentiality

Why Join Pierce?

Pierce is a fantastic place to work and continues to grow. With growth comes tremendous opportunities. We are excited to see what the future holds developing our business and our people. As a leading operationally independent practice we have unparalleled opportunities to push the right candidates through the business.

- A well-established firm – over 95 years
- A growing and forward-thinking firm

Key Benefits (more detailed in interview)

- [Pension with salary sacrifice option](#) – helping you save for your future.
- [33 days holidays inclusive of bank holidays](#) – time out to focus on what's important to you.
- [Hybrid working](#) – we all work in different ways, and we give you flexibility to manage where and when you work.
- [Employee referral bonus](#) - we're always looking for talented individuals to join our team.
- [Varied learning & development opportunities](#) - continuous development for your professional qualifications and career aspirations.
- [Simplyhealth](#) – helping you take care of your health and wellbeing.
- [YOLO Wellbeing](#) - unique, sensory experience leaving staff feeling relaxed, refreshed and more focused.
- [Electric car scheme and onsite electric charging](#) – enabling staff to own a new electric car for less and charge for free at work.
- [Cycle2Work scheme](#) – enabling staff to purchase a new bike for less.
- [Free independent mortgage advice](#) – supporting you at any point on the property ladder, find the best deal for you.
- [Regular social events](#) – time away from work to have fun with team socials and firmwide events.
- [Client referral scheme](#) – we offer generous financial rewards for helping Pierce to grow our new client portfolio.