



Credit Controller

Finance Department

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester we provide legal services throughout England, Wales and Northern Ireland. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as “full service” with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate and Projects and Property Development.

Job Purpose:

The Credit Controller assists the department with all aspects of debt collection, including maintaining an effective and professional credit control system for the firm.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Collection of outstanding debt by telephone and email;
- Managing the collection of debts and their status;
- Preparing weekly and monthly analysis of debtors for internal management purposes;
- Liaising with Partners and other fee earners with regard to queries from clients on unpaid bills;
- Keeping the Operations Manager fully informed of issues, and providing suggestions and solutions to deal with them;
- Sending out monthly statements to clients and assisting with mail merges for the purpose of sending monthly statements;
- Assisting with projects and reports as and when needed;
- Maintaining an up to date and accurate record of query statuses;
- Maintaining an organised and accurate filing system.

Skills and Experience Required

- Minimum of 5 A-C grades at GCSE or equivalent including grade B in English Language, Literature & Maths;
- At least 12 months experience of working as a credit controller within a law firm;

- A high attention to detail to produce work/documentation which is consistently of a high standard;
- Proactive in alerting management to issues at an early stage;
- Good computer skills (competent in Excel and Word);
- Good time management skills with the ability to prioritise workload, to have a flexible approach to ensure all deadlines are met;
- Must be able to work as part of a team and possess excellent communication skills both written and verbal;
- Willingness to excel within an accounts environment and keen to learn.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com