



Credit Controller

Location: Abingdon, UK

COMPANY OVERVIEW

BVI® is a global ophthalmic medical device manufacturer with a mission to deliver high quality solutions and innovation for advancing eye surgery and improving the vision of patients. With nine decades of developing leading products and solutions, BVI partners with ophthalmic surgeons to improve the vision of millions of patients across the globe. Our team supports surgical teams, in more than 115 countries worldwide, either directly or through our network of trusted distributors. Our trusted brands include: Beaver® (Knives and Blades), Visitec® (Cannulas), Malosa® (Single-Use Instruments), Vitreq® (Vitreoretinal Surgical Products) and PhysIOL® (Premium Intraocular Lenses).

PURPOSE

Credit controller to support cash collection for French customers, including sending invoices, statements, contacting customer and reconciliation work on customer accounts.

RESPONSIBILITIES

Liaising with customers, account managers and customer services in order to resolve customer queries
Keep system notes up to date, to reflect the collection activities
Ensuring customer queries are followed through, that the customer is informed of and satisfied with the outcome
Sending monthly statements to all relevant customers
Phoning/writing/emailing to customers on a regular basis as required to chase for overdue debt and ascertain reasons for non-payment
Sending copy invoices/additional information to customers as requested.
Reviewing and approving credit note requests received from Customer Services for appropriate customers
Reviewing Credit limits for active customers
Support for Credit Controller colleagues in their absence (for example vacation) including English/French language
Other duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Speak French Fluently
Have at least 1 year of credit control experience
Have experience of Excel and Word including basic pivot tables and vlookups
Have experience in a large ERP system (for example SAGE 200, IFS, SAP) (advantageous)
Have good attention to detail
Be a good team player
Be able to work to deadlines and have a "can do" attitude
Ability to establish and maintain effective working relationships with coworkers, managers and clients



MINIMUM REQUIRED EDUCATION AND EXPERIENCE

High school diploma or educational equivalent plus at least 1 year of relevant experience; or equivalent combination of education, training and experience

At least 1 year of credit control experience

Fluent in English and French

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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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