

Tilney Smith & Williamson

Tilney Smith & Williamson is the UK's leading integrated wealth management and professional services group and was created by the merger of Tilney and Smith & Williamson on 1 September 2020. The Group currently operates through three principal brands: Tilney, Smith & Williamson and online investment service Bestinvest. It has a network of offices in 24 towns and cities across the UK, as well as the Republic of Ireland and the Channel Islands and supports clients with the management of circa £52 billion of assets. Through its operating companies the Group offers an extensive range of financial services and professional services to individuals, family trusts, professional intermediaries, charities and businesses.

Department/Team Name

Financial Control

Job Description**Purpose of Role**

To provide high volume calling for the Group Credit Control function including chasing outstanding debts, liaison with Partners and bespoke reporting.

Reports to - Credit Control Manager

Location - Nottingham

Responsibilities:

- Provide a high volume client credit control service, primarily using telephone calls to contact and secure payment promises from clients
- Daily Review of all payment promises, prompt following up of any broken arrangements
- Monthly visits to regional S&W office locations for one to one reviews with local Partners/Head of Office to ensure appropriate credit control activity and co-ordination of action
- Comprehensive credit control of own portfolio to ensure all overdue debtors are appropriately followed up each month
- Raise, record and follow up on all client disputes on own debtor portfolio, escalating overdue resolutions to Head of Business/Line Management as appropriate
- Recommend appropriate Bad Debt Provision requirements to Line Manager
- Provide comprehensive reporting on own portfolio of debtors, regarding payment promises, client query status and "Partner Resolving" situations to Line and Operational management
- Preparing submissions to external lawyers/collection agency for enforcement

Candidate Profile**Education and Qualifications:**

- Strong academic record, educated to A level or equivalent
- ICM or similar professional Credit Management qualification desirable

Experience and Skills:

- Credit Control experience within a Professional Services firm
- High volume environment of up to 1,000 client portfolios
- Thorough working knowledge of MS Word and Excel
- Strong attention to detail
- Target driven to succeed in a competitive environment



TILNEY
SMITH &
WILLIAMSON

CREDIT CONTROLLER
FINANCE
NOTTINGHAM