

Credit Controller, Accounts Department – Leeds Head Office

About us

Founded in Yorkshire in 1986, Dufftons has established itself as one of the largest independent plumbing and heating merchants in the North of England. We aim to provide the very best in customer care whilst providing the knowledge and expertise our trade and retail customers require to get the job done.

Dufftons has gone from strength to strength and currently has 11 branches, and 1 dedicated contracts depot all based in Yorkshire. Late 2024 sees an exciting time for Dufftons with the first venture into the north-east, with two branches planned for opening within Stockton and Durham.

Key Responsibilities

We are looking to recruit a Credit Controller to work within our finance team, based within our Head Office based at Wellington Road Industrial Estate in Leeds. As a Credit Controller, you will be responsible for managing the credit and collections activities within the organisation, ensuring timely payments, and minimizing overdue debts. The ideal candidate will have strong analytical skills, a proactive approach, and excellent communication abilities.

The key responsibilities of the role include:-

- Working Full Time, Monday to Friday
- Management of Customer Accounts
- Assessing Credit Risk
- Processing payments and following up on invoices.
- Preparation of reports and analysis on accounts receivable and credit control performance.
- Working in collaboration with the sales teams to resolve disputes

Our ideal candidate will have

- Proven mathematical and finance related skills gained through experience in a related role or related qualification.
- Strong analytical skills
- Strong IT skills and experience of working with Microsoft Excel and Accounting Software
- Good interpersonal and teamworking skills

What's in it for you?

Dufftons are known in the industry for providing the best customer care and building lasting relationships with our customers. Our team of employees is crucial to our success and we do all we can to ensure we have a happy engaged and productive workforce. The role attracts:-

- A competitive salary
- Private Health Care
- Company pension
- Staff discounts
- 25 days annual leave per year, with additional annual leave for long service

- Company events
- A friendly supportive culture

How to Apply

Please follow the following link to complete an application form: <https://www.duftons.co.uk/careers>. Applications should be returned to hr@duftons.co.uk by no later than 5pm Thursday 28th November 2024.