

**About Tower Leasing:**

Established since 1989, Tower Leasing Ltd is a funder with the support of brokerage facilities which enable companies across the UK to acquire much needed capital equipment through leasing. We create the opportunity for businesses to manage their cash flow whilst being able to secure the latest assets and technology which enables our customers to stay competitive within the market. Our services also provide the capability to deliver additional funding to support business growth with our wide range of finance solutions. The business is Private Equity backed and has ambitious strategic growth plans.

At Tower Leasing our people are our assets, with a growing team of 70+ people we strive to create a working environment where people can both achieve and succeed. We now have an exciting opportunity for a Credit Controller to join the team.

**Job Purpose:**

Own and perform collections activity for Tower Leasing Own Book Portfolio to minimise debtor balances and exposure whilst treating customers fairly in line with FCA requirements. Perform lease administration duties during peak periods and to provide cover for other team members.

**Key Responsibilities:****Credit Control**

- Daily Credit Control via telephone, letter and email in line with agreed collection cycle and whilst maintaining accurate activity records
- Management of litigation cases as required
- Completion of Administration forms as required
- Update Customer Records with Direct Debit Mandates
- Process daily Direct Debit collections and cash allocation
- Manage customer queries and complaints in a timely and effective manner
- Develop and maintain collection processes and procedures taking into account FCA compliance requirements

**Lease Administration**

- Assisting in both internal and external audit as required

**General**

- Support the development of processes and procedures through pro-active, constructive challenge and feedback
- Close collaboration with other members of the Finance team and other departments to ensure key deliverables are achieved

**Skills & Qualifications:**

- 5 Years+ previous credit control experience in a business-to-business environment
- Although training will be provided, experience and knowledge of leasing and financial services is a distinct advantage including working knowledge of the FCA regulatory environment
- Minimum GCSE English and Maths both grade B or above
- Strong systems skills including Microsoft Office
- Conscientious and accurate with attention to detail along with a 'can do' attitude
- Strong verbal and written communication skills
- Well organised and able to prioritise and manage a varied workload in a dynamic organisation.
- Strong time management skills
- Good team player with ability to engage at all levels

Commencement date: TBC

Duration of contract: Permanent

Place of work: Location is office based in Bracknell, with working from home hybrid model

Hours: the post is full time 09:00 – 17:30 Monday – Thursday & 09:00 – 17:00 on Friday

Holiday: 25 days holiday increasing with length of service

Other benefits: Private healthcare after 1 year of service, company pension scheme, free onsite parking, company events

Please note due to the nature of our business the successful candidate will be subject a basic DBS and employment reference checks.

Tower Leasing are an equal opportunities employer and we welcome applications from all backgrounds and abilities. If you require any reasonable adjustments making at any point through the recruitment process then please let us know.

Please note you must have eligibility to work in the UK to apply for this role.