

JOB SPECIFICATION FOR AN INVOICING/CREDIT CONTROL ASSISTANT

As part of our ongoing expansion, we are looking for an Invoicing/Credit Control Assistant to join our new Dublin-based operation to perform all aspects of our group invoicing and assist with credit control

Location: Dublin, Ireland

Reports to: Credit Control Manager

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TRUSTED EMPLOYMENT
SOLUTIONS PARTNER

OUTLINE:

Capital GES is a market-leading provider of employment solutions throughout Europe, Latin America and southern Africa. To help develop our growing market presence we are seeking an Invoicing/Credit Control Assistant based in Dublin, Ireland.

Our ideal candidate will be self-motivated, organised, and have a high level of attention to detail with a strong ability to work in a team environment.

KEY OBJECTIVES:

- Process the client invoicing for the Group in a multi-company environment
- Assist with the monthly collection and maintenance of debtor accounts

PRINCIPAL RESPONSIBILITIES:

- Ensure that client invoicing is performed efficiently using Microsoft Dynamics and Access across multiple companies
- Ensure invoices are despatched on a timely basis
- Post payments received promptly to accounts
- Assist with the follow up on overdue debtors

SECONDARY RESPONSIBILITIES:

- Regular reconciliations ensuring debtor accounts are accurate
- Liaising with external clients for all invoice/credit control issues
- Providing internal and external ad-hoc reporting as required

SKILLS, EXPERIENCE AND ATTRIBUTES:

- Prior credit control/invoicing experience with at least two years of work experience in an accounting environment, preferably international
- Organised, proactive and dynamic, willing to work in a fast-changing environment
- Self-starting and able to work independently as well as with a team
- Good communication skills (both written and oral)
- Good PC Skills, good working knowledge of Microsoft Office, knowledge of Microsoft Dynamics an advantage

CONTACT US:

- Please submit a full CV and cover letter in English to careers@capital-ges.com