

Credit Controller (3-6 month contract)

Cognate Health Ltd. is a premier nationwide provider of Occupational Health and Wellness Solutions. Our Network extends throughout Ireland and we provide Occupational Health Services to clients across a broad range of sectors.

We are recruiting for a **Credit Controller for a 3-6 month contract.**

Reporting to the Company Accountant, the Credit Controller will assist in ensuring that the company receives payment for services offered to clients.

Main duties:

- Collection of all outstanding debt to the company
- Updating the Financial Ledgers
- Timely follow up of late payments, contacting clients for payment resolution
- Monitoring Debtor Days within agreed targets and communicate as appropriate with customers
- Collection activities including follow-up inquiries, negotiating with past due accounts on repayment terms, escalation processes
- Collaborates with the Company Accountant to reconcile accounts receivable on a monthly basis

The ideal candidate will possess:

- A minimum 5+ years experience working in a similar role
- Proficient in Microsoft Office applications, especially excel and familiarity in use of A/R functionality in Financial Accounting software (SAGE preferable).
- Excellent organisational skills with a strong attention to detail and a dedication to accuracy.
- Be capable of working on your own initiative and work to strict deadlines
- Strong interpersonal and communication skills