

# Assistant Credit Controller

**Practice group/Global Operations team:** International Operations

**Full time/Part time:** Full Time (Hybrid Working)

**Location:** Leeds

## About Eversheds Sutherland:

Eversheds Sutherland represents the combination of two firms with a shared culture and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solution for every client.

As a full service law firm, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the USA providing legal advice to clients across its company commercial, human resources, litigation and dispute management, and real estate practices.

With 69 offices across 34 countries worldwide, we have become one of the largest law firms in the world and a great place to work and develop your career.

We're a modern, progressive law firm. We think differently and we've built a culture where individual skills and personalities can shine through. At Eversheds Sutherland, we believe that innovation comes from a culture of genuine equality and diversity and we are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or once in post.

In addition to the above, Eversheds Sutherland also require awareness of and full participation in the Firm's commitment to equality and diversity, the environment and health and safety.

We are looking for an enthusiastic individual to join our busy credit control team. Credit control is an important function for Eversheds Sutherland, the team maximise client turnover and minimise bad debts for the firm globally. The Assistant Credit Control role is pivotal to ensuring this is undertaken efficiently and professionally.

## The Role

Ideally you will have gained some experience working within a credit control role, ideally within a law firm or a fast paced industry environment and you will be able to demonstrate working with high value, high invoice volume clients. You will be a self-motivated individual and have the ability to work on your initiative.

The role will encompass taking ownership for a ledger within one of our busy practice groups, dealing with complex clients working with the team using various tools available to ensure invoices are settled in a timely manner. You will be liaising with external clients, Partners and legal teams within the firm mainly using the phone and email and will be the initial point of contact for any invoice queries raised. You will be expected to lead on invoice query resolution, making recommendations for process change and supporting this transition. You will also be expected to support team members with challenging demands, assisting with strict deadlines and deliverables and be comfortable thinking outside the box.

This role has a career progression route within the team and you will be encouraged to develop your skill set and abilities gaining knowledge of the firm and our processes. This role would suit an individual who enjoys lots of client contact, has a calm manner and enjoys working in a challenging but rewarding environment. You will be joining a sociable, friendly and expanding team which is both supportive and interesting. As a leading global law firm, there has never been a better time to join Eversheds Sutherland office experience

**Skills and experience:**

- Excellent verbal and written communication skills
- Self-motivated
- Target driven
- Inquisitive
- Ability to build strong relationships with Finance/Internal and external clients.
- Good negotiation and persuasion skills
- Excellent attention to detail
- Positive and can do attitude to problem solving
- Strong team Player
- Offers new ideas and share's experience to maximise cash flow across the business.
- General Admin tasks
- Identify risks and escalate accordingly