

Calling all Graduates!

At Cabot, we pride ourselves on being the best at what we do and we recognise that it's the people that make the difference to any organisation. So, are you ready for a new challenge?! As we have an exciting opportunity for several Graduates to join our Finance department in our dynamic Kent office!

Not heard of us? Here's our story:

Cabot Credit Management (CCM) is a market leader in credit management services including debt purchasing, contingency collections, business process outsourcing and litigation. We are an award winning, Investors in People Gold accredited organisation and we are passionate about the ethical treatment of our customers and employees.

Our Finance department are vital as they are dealing with customer payments and refunds which have to be completed within a 24 hour SLA in order to provide a positive Customer Journey, as our customers are at the heart of what we do.

Things you should know:

First and foremost, we are looking for proven bright minds with the right personal attributes to succeed in our business. If we can find those, then we will be able to work with you to develop the knowledge and experience you will need for your career to thrive with us.

If you are a graduate within Finance, Business, Banking or Accounting and have strong attention to detail and great excel skills then this could be the perfect entry level role for you. We need candidates with strong numerical ability, accounting knowledge, and be able to work to tight deadlines.

Daily tasks include:

- Raise payments, ensuring necessary authorisation and controls are adhered to (and contributing to improve controls where applicable).
- Administration of bank account mandates.
- Balance Sheet Reconciliations.
- To ensure all collections – cheques, postal orders, card payments, direct debits, bank payments, payment cards, payment files - are reconciled using advanced Excel skills and processed into the collections system
- To ensure all payments and payment files have been processed accurately and all the necessary checks performed to ensure the funds are applied to the correct customer accounts - attention to detail is a must in order to be SOX, Audit and FCA compliant
- To ensure all queries are resolved within a 24 hour SLA period
- To produce weekly/monthly Excel reports for business analysis
- To process high volume customer refunds accurately and within SLA's

The fun facts:

Not only are we offering a competitive salary of £20,000, competency based salary reviews and a fantastic bonus scheme, you will also be entitled to loads of great benefits such as gym membership

subsidy, discount and cash back on hundreds of high-street shops, healthcare cash back plan, travel insurance, pension, 22 days holiday, on site massages and health checks plus much, much more.

Things we need from you:

- Recent university graduate
- Experience of audit and Sarbanes Oxley desirable
- Good working knowledge of Excel a necessity, and electronic banking systems desirable
- Excellent attention to detail, including speed and accuracy
- Good communication skills, both verbal and written, at all levels
- Ability to work under pressure to meet deadlines.
- Ability to work on own initiative.

What happens next?

If this sounds like you and if you would like to join our rapidly expanding company that offers excellent career progression, then we would love to hear from you! We are looking for people to interview on 18th September and join us ASAP!

Diversity and inclusion are very important to us at Cabot and we value a multitude of diverse talent within our business. We want everyone to be themselves at work and encourage a culture that includes everyone. Our policies ensure that every candidate and employee are treated fairly and with equal opportunities.

***At Cabot we are highly regulated by our clients, as such, any successful candidates will have to undergo a basic credit check and criminal background check. Please note that we are unable to proceed to interview stage if a CCJ, IVA or Bankruptcy appears on a credit file, or if you do not have full right to work in the UK – we are unfortunately unable to offer sponsorship.*