



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 are on the lookout for 2x Cashier & Sales Ledgers to join our Finance team in our dynamic Hull / Telford office on 12 month FTCs.

**Not heard of us? Here's our story:**

Cabot Credit Management is a market leader in credit management services. 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 mission is to create pathways to economic freedom and our vision is to make credit accessible by partnering with our consumers to restore their financial health.

**Things you should know:**

The purpose of this role is to ensure all customer payments received are processed onto the collections/client system accurately and in line with company/client policy and agreed SLAs. To perform and complete collection remittance and invoicing duties to our clients to a high standard. Working within a team to provide a quality financial service for our clients.

Some of the key responsibilities include:

- To ensure all incoming Customer receipts (cheques, postal orders, card payments, direct debits, bank payments, and payment files) are accurately processed, allocated and reconciled in the Collections System and Client system.
- To process customer refunds and unpaid items accurately and efficiently
- To ensure unidentified & unallocated receipts are processed, investigated and resolved as per Company policy/FCA policy/Client policy
- To support Line Manager and other Finance team members in query solving, cross training, processing and development of the role

**The fun facts:**

Not only are we offering a competitive salary of £20-24k DOE and a fantastic bonus scheme, you will also be entitled to loads of great benefits such as 22 days holiday plus all bank holidays, discount and cash back on hundreds of high-street shops, healthcare cash back plan, travel insurance, pension, on site health checks plus much, much more.

**Things we need from you:**

- Accounting knowledge and experience required
- Experience in one/or more of the following: Sales Ledger, Purchase Ledger, payment processing/allocation/ reconciliation
- SAP experience desirable
- Bank reconciliation experience
- Computer literate with intermediate/advanced Microsoft Excel skills
- Able to work under pressure with a drive to meet daily deadlines
- Self motivated, flexible, proactive and hard working with a positive attitude
- Exceptionally high standards with meticulous attention to detail. Accuracy is a must

**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 now 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.*

