

Assistant Credit Controller (part-time 3/5)

For our client, a international mining and chemical company, we are looking for a Assistant Credit Controller who can work part-time from there office in the center of Antwerp.

Why is this job something for you?

- You will be given a challenging and varied position where you will be surrounded by great colleagues and this at a pleasant working location.
- You will also join an internationally dynamic company, where professionalism and an informal working atmosphere go hand in hand.
- In addition, you can count on an interesting salary package supplemented by a strong health plan.

What are you going to do ?

- Request credit limits to the credit insurance companies
- Manage credit control tools like L/C, CAD, etc.
- If requested : analyze credit risks of new and existing customers (D&B)
- Weekly control of the overdue invoices and the expired credit lines
- Weekly collections letters and manage the overdue accounts in cooperation with the sales directors/managers and sales coordinators
- Follow up of daily incoming payments from customers and reconciliation with outstanding invoices
- Prepare the monthly unapplied payments report.
- The management reporting of the accounts receivables
- checking the aging reports and reporting & commenting to Finance Director and the company headquarters
- Filing of collection letters, credit limit decisions and credit line requests and their approvals
- Maintain the financial part of Credit Line Requests
- Negotiating each contract with all the insurance companies
- Follow up on the double insured customers worldwide (customers invoiced also via other company entities)
- Maintain the customer database and the vendor database
- Balance confirmations AR
- Communicate and ensure full compliancy with credit policy and SOX procedures

Who are we looking for ?

- You have at least 3 years experience in a similar function and preferably a degree in accounting.
- You are willing to work in a fixed part-time contract (2,5/5 or 3/5 days a week)
- You speak Dutch and English fluent, knowledge of Spanish is a big plus
- Besides a good knowledge of the Microsoft office software is experience in Dynamics AX2012 (ex Navision) an advantage

Apply ?

This can easily be done by email on info@clearskyselection.be

For more information about this opportunity, you can always contact Koen Van Hoyer, manager at Clear Sky Selection on 0499-593046

If you apply, you agree to the privacy policy of Clear Sky Selection: <https://www.clearskyselection.be/privacy-regeling>.