

## ▶ VACANCY – CREDIT CONTROLLER (TEMPORARY)



The Shipowners' Club is a mutual insurance association based in the City of London. We offer Protection & Indemnity (P&I), Legal Costs Cover and associated insurances to smaller and specialist vessel owners, operators and charterers around the world. Building on over 160 years of experience, the Shipowners' Club provides tailor-made insurance packages for each operator according to their particular need.

We are now seeking a **Credit Controller** to join us on a temporary basis (1 year). The successful candidate will be enthusiastic and a quick learner with a desire to develop in a friendly, sociable and stable insurance company. This is a great opportunity for someone to join a busy and experienced team, whilst building on their recent credit control experience. The successful candidate will be liaising extensively with the Underwriters and Brokers so someone approachable and confident in their communication skills will fit in well here. In return we ask that candidates have **previous credit control experience gained in one or more of the following**; Insurance, brokers (insurance) or another P&I Club.

We also have a hybrid working model (minimum 2 days in the office / 3 days remote).

If interested in this role, please send us your **CV and covering letter** outlining why you would be suitable for this position and your salary requirements to [recruitment@shipownersclub.com](mailto:recruitment@shipownersclub.com)

*We recognise the business benefits of having a diverse and inclusive community. We all have something unique to bring to the table and by embracing those differences we seek to build and maintain an environment which attracts and values diversity and where everyone can develop their talents and be themselves. For us, diversity and inclusion goes above and beyond focusing on protected characteristics – we want all our colleagues to bring 100% of themselves to work. With a happy and engaged workforce we all strive to work together to be the best that we can be for the mutual benefit of ourselves and our Members.*

### **Overall responsibility of the Role:**

To deliver timely, accurate and professional support to external and internal stakeholders in the collection of premiums, the allocation of cash and the production of reports and broker statements

### **Role Responsibilities:**

1. To collect premiums in accordance with the company's credit control procedures.
2. To promptly and accurately allocate premium receipts on a daily basis on the Sun accounting system.
3. To efficiently investigate, follow up and resolve any unreconciled cash in conjunction with underwriters and brokers.
4. To accurately maintain and keep records up to date in Meridio, CRM, Collect and Sun accounting system.
5. To provide general assistance within the Finance Department as and when required.
6. To respond promptly to correspondence and other enquiries received in the Finance Department.

**Experience Required:**

- Significant experience in Credit Control, preferably within the insurance industry.
- Ability to work with minimum supervision and meet deadlines
- Ability to manage and deliver under pressure and tight deadlines
- Strong analytical and problem solving skills
- Flexible and adaptable approach to work
- Excellent communication skills with the ability to develop and maintain good working relationships with both internal and external stakeholders
- Intermediate Word and Excel
- Ideally have experience of Sun Systems
- Negotiation skills

**Candidates must be eligible to work in the UK.**

*Due to the large numbers of responses we receive, it is not possible to respond to every application. Therefore only short-listed candidates will be contacted for this particular role and if you haven't heard from us within 3 weeks please assume you have been unsuccessful on this occasion.*

**No Recruitment Agencies please.**