

# Job Description

## WRU Group Credit Controller



JOB DESCRIPTION	
<b>Job Title</b>	WRU Group Credit Controller
<b>Salary</b>	Band 5
<b>Location</b>	Principality Stadium, Cardiff
<b>Hours of work</b>	Monday – Friday 9.00am – 5.00pm
<b>Responsible to</b>	<ul style="list-style-type: none"> <li>• Management Accountant – Commercial and Stadium</li> <li>• Group Financial Controller</li> </ul>
<b>Responsible for</b>	N/A
<b>Contractual Status</b>	Permanent, Full Time
<b>Role Summary</b>	Responsibility for WRU Group’s sales ledgers to include invoicing and credit control; assisting in the maintenance of strong customer relationships.
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Finance Team</li> <li>• Other internal departments</li> <li>• External Customers</li> </ul>
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>• Overall responsibility for Group’s sales ledgers, to include: raising of invoices; monitoring of aged debt and chasing as appropriate</li> <li>• Liaising with Hospitality on the settlement of debt and release of tickets in the lead up to events</li> <li>• Treasury related duties where cover is necessary (processing, posting and allocation of receipts to bank/cash book nominal</li> <li>• Daily physical banking of payments received</li> <li>• Other ad hoc tasks, as required.</li> </ul>
<b>Continued Professional Development</b>	The WRU are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

PERSON SPECIFICATION	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience of credit control for a large organisation</li> <li>• Experience of treasury related duties: processing, posting and allocation of receipts to bank/cash book nominal.</li> </ul>
<b>Skills &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent IT Skills, especially Microsoft Excel</li> <li>• Experience of accounting software, preferably Access Dimensions</li> <li>• Preferably AAT qualified or part-qualified</li> </ul>

<b>PERSON SPECIFICATION</b>	
	<ul style="list-style-type: none"> <li>• Personable and professional manner</li> <li>• Ability to work to tight deadlines</li> <li>• Ability to prioritise key tasks</li> <li>• Excellent organisational skills.</li> <li>• Excellent attention to detail</li> <li>• Welsh Language skills desirable</li> </ul>
<b>WRU Group Values</b>	<ul style="list-style-type: none"> <li>• Excellence</li> <li>• Integrity</li> <li>• Success</li> <li>• Courage</li> <li>• Family</li> <li>• Humour</li> </ul> <p>A copy of the WRU Group Values Document is available upon appointment to the role</p>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Team working and personal impact</li> <li>• Planning and control</li> <li>• Attention to detail</li> <li>• Self-Motivation</li> <li>• Managing the customer relationship</li> <li>• Adapting to change and uncertainty.</li> </ul>

<b>Acknowledgement</b>		
<b>Employee Signature:</b>	<b>Name:</b>	<b>Date:</b>
<b>Line Manager Signature:</b>	<b>Name:</b>	<b>Date:</b>

**The job description is subject to change pending review by the role holder and their line manager.**