

STEWARTS

Job description

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| Job title: | Junior Credit Controller |
| Reporting to: | Credit Control Manager |
| Department: | Accounts |
| Office: | London |
| Purpose of role: | We are looking for a motivated and proactive Junior Credit Controller to join the team. In this role you will maintain a debt ledger and be responsible for the credit control team's administrative processes. This role demands excellent organisational skills, attention to detail, and the ability to prioritise tasks based on business needs. This is a great opportunity to join a growing team, and work with senior stakeholders across the business. |
| Hours: | Permanent, full-time |
| Reviewed: | January 2026 |

Job responsibilities:

The main duties include, but are not limited to:

- Proactively chase overdue payments and issue reminders in line with the Firm's credit management policy.
- Ensure that accounts are actioned within defined review dates, and strict departmental / SRA guidelines.
- Provide clear updates on outstanding balances.
- Maintain accurate and up-to-date and comprehensive records of external and internal communications.
- Build and maintain positive relationships with clients and internal stakeholders.
- Oversee the credit control mailbox to ensure that all requests are being responded to and completed within agreed timescales.
- Monitor, track and reconcile incoming payments and outstanding balances.
- Assist with month end activities and collaborate with wider finance teams.
- Support enhancements to credit control processes.

Essential knowledge and experience:

- 1 - 2 years of experience in credit control, finance admin or a similar role in the professional services sector.
- Experience of using Elite 3E is desirable.
- Proficient in Excel - pivots tables, V lookups / X lookups, formatting.

General skills:

- Proactive approach to debt management of your ledger.
- Excellent verbal and written communication skills.
- Excellent attention to detail.

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- Collaborative and confident, comfortable dealing with senior stakeholders.
- Ability to work under pressure.