



Credit Control & Accounts Assistant

Pallion is the largest precious metal services group in Australasia and a top 20 Australian private group of companies. This multi-national group operates facilities throughout Australia, Hong Kong and mainland China.

We are looking for an experienced Accounts & Credit Control Assistant at our main offices in Marrickville Sydney.

Reporting to the General Manager of the Jewellery & Fabrication Division of Pallion and our Group Financial Controller, the successful candidate will be responsible for the following across the Group:

- Credit control for the Pallion Jewellery & Fabrication Division:
 - Phoning & emailing customers to ensure prompt payment of accounts
 - Accounts receivable management & ensuring we maintain good debtor days
 - Negotiating repayment schedules with clients
 - Reporting on the above
- Process account applications and set up new accounts in the system
- Building close relationships with CFO/ Accounts departments in each client business.
- Visiting Clients and meeting with CFO/Accounts departments in collaboration with Sales Team to build and solidify relationship.
- Checking Clients Sales vs Payments vs Debts daily
- Calling all those Clients that are outside of the payment terms and arranging payment
- Logging conversations
- Communicating weekly with GM & National Sales Team on Particular Client Spend Watch List
- Management of current client account information
- Daily bank reconciliations
- Processing accounts payable invoices & prepare payment run
- Supplier liaison on outstanding orders
- Reconciliation of account payable invoice & statements
- Metal account management
- Process month end reporting
- Assist in daily and month end stocktake process
- Cash flow management
- Consumable orders
- General office administration
- Liaise with internal accounts team & other departments regarding payments and process invoices as required

- Understanding the pricing system and keeping it in order
- Provide general customer service & order dispatch assistance as required to the broader team
- Other ad-hoc duties as required by the management

Skills and Pre-requisites

- Degree in bookkeeping, or degree in accounting desirable
- Intermediate/Advanced skills in MS Office (Excel & Word)
- Excellent accuracy & attention to detail
- Excellent verbal & written skills
- Good phone manner
- Excellent customer service skills
- Can work under pressure in a fast paced environment
- Positive attitude and willingness to learn
- 3 years or more experience in a similar role
- Able to meet deadlines and work under pressure
- Good time management and ability to work in fast paced environment
- MYOB knowledge is preferable but not essential

If you believe that you are the right person for the role, please hit the apply button or feel free to forward your resume by email to hr@pallion.com

Please only apply for this role if you are authorised to work in Australia and hold the correct visa.

Please note that only successful candidates will be contacted.