



JOB VACANCY WITHIN THE FLEMING GROUP OF COMPANIES

Position: Credit Controller

JOB VACANCY: Fleming Engineering and Norwest Roofing are currently wishing to employ a Creditor Controller to join their dynamic, innovative and hardworking team. This is a part-time role for 22 hours per week over either 3 or 5 days.

The Fleming group of companies based in St. Johnston, Co. Donegal consist of Fleming Steel, Fleming Doors, Fleming Coatings and a sister company based in Omagh, Norwest Roofing Systems. The group currently employ approximately 30 people.

Fleming Steel, primarily a retail business, has been the mainstay of the business for some 30 years and has developed to be the largest Steel Stockholder of Steel and Roofing products in the Northwest of Ireland.

Fleming Doors, over 18 years, has developed the ability to design, manufacture and install custom steel roller shutter doors. This subsidiary business has developed primarily through local knowledge and currently produces around five hundred doors annually. Custom manufactured doors have been designed, manufacture and installed for commercial, agricultural, industrial and private premises.

Fleming Coatings has developed the ability to provide a surface finish service for all things metal. Shot-blasting, Handblasting and chemical pre-treatment capabilities exist on site and are complemented by Wet-spray and powder coating facilities. Partnerships with local galvanising suppliers augment the service provided.

Norwest Roofing Systems Ltd was acquired in 2012 having been a supplier of Fleming Steel for 20 years. Based in Omagh, the company distributes Agricultural and Industrial roofing products such as Cladding, Rooflight and Flashings to contractors, merchants and the agriculture markets.

Company Structure

The group of companies has centralised financial, purchasing and administration control with dedicated sales and operations teams for each division who are overseen by a central steering team.

The role:

To work alongside the existing Financial Control team and Managing Director over 2 sites to control and maintain the debtors ledger. Provide accurate and timely financial information to the management team

Principle Functions:

- Maintain all aspects of the Debtors ledger, timely input of information to Sage and to ensure the accuracy of the information.

- Maintaining contact with the customers to ensure all invoices are cleared for payment
- Timely and effective collection of all debts and customer payments
- Resolving any queries around outstanding invoices both internally and externally
- The provision of monthly invoices, ensuring that all invoices are processed at regular monthly intervals
- The creation of monthly statements and ensuring they are dispatched in a timely manner
- Negotiation of repayment plans
- Setting up new customer accounts & checking credit ratings
- Maintenance and development of the company's computerised MIS
- Providing reports and information to internal departments.

Skills, Education and Experience:

- A minimum of 2 years experience in a commercial environment
- A high degree of IT proficiency, preferably with experience in Sage Accounts, Sage Manufacturing, MS Word and MS Excel
- Ability to establish and maintain good customer relationships, both internally and externally at all levels
- Ability to reconcile complex accounts and have an excellent attention to detail
- Prior experience with banking and financial service systems
- Ability to plan and prioritise workloads to agreed deadlines
- Ability to work on own initiative
- Calm, confident manner to handle potentially uncomfortable conversations

This position in to cover maternity leave with an immediate start date.

Salary is Dependent on Experience

Fleming Engineering and Norwest Roofing Systems are Equal Opportunity Employers

If you meet the requirements of this role and would like to apply, please e-mail lynda@fleming-steel.com on or before the 31st July 2016 with cover letter and cv.