

Credit Controller

Finance, Liverpool

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

This is a Liverpool based role, helping to support and working within a small, dedicated collections team based in Liverpool, this role reports into the Credit Control Manager and will provide support to specific fee earning departments in the collection of aged debts. This role involves regular liaison with the Legal Services Team (Partners & Secretaries) and clients whilst always maintaining accurate records. The Credit Controller will also provide support to the London based Working Capital Manager and Revenue Controllers.

This is a great opportunity to become a part of an established team that is striving to reduce the Firm's lock up and reach its cash collection targets whilst improving processes and delivering innovative credit control solutions to the Firm and our clients.

Job title

Credit Controller

Recruiting manager

Interim Credit Control Manager

Department

Finance

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

Liverpool

Perm/FTC

6-month FTC

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

- Actively manage debtor balances within specific groups, whilst keeping finance systems up to date at all times.
- Chasing client invoices via telephone and email.
- Together with the other team members reviewing the department credit control inbox, ensuring all queries are cleared daily
- Attending regular Skype meetings with London to monitor cash collected v target.
- Liaise with the Revenue Controllers to raise and resolve any credit control issues or queries preventing settlement of debt.
- Assisting with the production of regular reports and monitoring daily cash collection targets.
- Assist office cashiers with reconciling bill payments, ensuring remittance advices are provided at all times.
- Updating collections software daily, ensuring payment history contact data is up to date at all times.
- General assistance to the Credit Control Supervisor and Revenue Controllers with ad hoc projects as required.
- Attending regular Teams meetings with London to monitor cash collected v target.
- General assistance to the Credit Control Manager and Revenue Controllers with ad hoc projects as required.

The opportunity for you

Experience, skills, and qualifications

Skills

- Client Service focus
- Attention to detail and ability to investigate and provide solutions to identified problems
- Ability to work under pressure
- Speed and high degree of accuracy of input
- Motivated team player with a proactive attitude
- Manages workload proactively and independently and shows commitment to team objectives
- Seeks the relevant information to ensure prompt and successful completion of tasks
- Excellent written and oral communication skills
- Promotes a professional approach to work in both appearance and manner
- Seeks opportunities to learn and develop skills
- Good interpersonal skills
- Anticipates internal and external client needs at all times

Experience - Essential

- A minimum of 2 years' experience handling a significant volume of invoice chasing.
- A minimum of 2 years' experience working in a legal environment or professional services.
- Working knowledge of all Microsoft applications e.g. Word, Outlook, PowerPoint, Excel.
- VAT knowledge.

The opportunity for you

Experience, skills, and qualifications

Experience - Desirable

- Working knowledge of the Solicitors' Accounting Rules.
- Experience of Aderant Finance System.
- Knowledge of billing.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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Hannah Jackson
Senior Recruitment
Manager

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Daniel Cheasley
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Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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Meg Vaughan-Irving
Recruitment Senior
Coordinator

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Lottie Williams
Onboarding Senior
Adviser

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Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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