



Credit Risk Co-ordinator – Advert May 2022

Xoserve is the Central Data Service Provider (CDSP) for the GB gas market, accountable for delivering mutualised, critical services to Britain's gas market. Following a restructure in 2021, Xoserve has reshaped itself to focus on contract management and assurance, delivering the majority of its services via third party suppliers, including a main service provider which was formed and divested from Xoserve.

We are looking for a Credit Risk Co-ordinator, who as part of a small team will be responsible for providing administration and support to operate and enhance cash collection, debt recovery and control account reconciliation procedures relating to energy balancing and Xoserve revenue. In addition, to provide commercial credit expertise to existing and new development initiatives on behalf of the organisation for the purpose of maintaining sustainability and reputation.

Role Accountabilities

- Verify individual breaches of credit limits and ensure that procedures are subsequently followed in order to minimise levels of credit exposure.
- Ensure that daily indebtedness information is renewed and that breaches of credit limit are rectified to prevent excessive credit exposures.
- Apply and review methods of exposure forecasting, securitisation and credit risk assessments, ensuring that best practice credit methodologies are applied.
- Monitor and review positions of individual customers capturing external commercial intelligence and internal information and proactively decide upon the best option for Xoserve to pursue.
- Provide appropriate training and information to customers in respect of securitisation options and contractual obligations.
- Proactively coordinate the settlement process of all invoices in line with payment terms, escalating where necessary by influencing customers to pay in accordance with contractual obligations and make referrals where necessary.
- Approve interest charges ensuring accuracy and consistency in order to promote timely remittances.
- Agree allocation of monies with customers, ensuring that all amounts are fully allocated in order to demonstrate accurate ledger positions.
- Manage and produce cash flow forecasting service to assist in management of Bank account including reporting on all overdue monies on a regular basis for review purposes in Credit Committee meetings.
- Undertake other duties and tasks relevant to the role or the department to support the delivery of effective customer service and implementation of change.

Specialist/Technical Expertise

- Qualified or working towards a recognised credit management qualification alternatively be able demonstrate experience operating within a credit and risk function.
- Demonstrated experience in managing significant operational processes and systems in a complex and dynamic environment.
- Self-starter, able to work independently and take the initiative and accountability to deliver the requirements of the role

Xoserve is an equal employment opportunity employer. We adhere to a policy of making employment



decisions without regard to race, ancestry, place of origin, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. We promise that your opportunity for employment with us depends solely on your qualifications.

We offer a competitive salary of £28,500 - plus benefits, depending on experience.

If you are interested and consider you have the right skills and experience we are looking for, please email your CV, together with a covering letter explaining why you believe you are the right candidate to people@xoserve.com.

The closing date for applications is **Tuesday 7th June 2022**