



# Join our award-winning team



Hilton-Baird  
Collection Services





## A place to grow, develop and flourish

**Thank you for your interest in a career with award-winning commercial debt collection agency, Hilton-Baird Collection Services.**

A family-run and FCA-regulated business established in 2001, we're part of the wider Hilton-Baird Group of companies which currently employs more than 40 staff across the UK.

From our head office in Southampton city centre, we provide a range of debt collection services to small businesses, high street banks and Insolvency Practitioners, from the recovery of overdue invoices to fully outsourced credit control services.

We are really proud that our team has twice been voted Third Party Debt Collection Team of the Year at the CICM British Credit Awards - the most prestigious awards programme in the credit management sector.

Right now, we're looking for enthusiastic candidates to grow our team while maintaining our high standards, allowing us to provide our services to even more businesses.

If you believe you've got what it takes, read on to discover what you can expect from us as an employer and why we think a career at Hilton-Baird represents an exciting opportunity for anyone seeking a challenging but rewarding position.

## Our core services



### Debt Recovery

Our debt recovery services help businesses in a number of different markets, but revolve around recovering invoices and protecting the cash flow and financial stability of our clients.

For small businesses, we help when their customers haven't paid invoices on time. While we focus on collecting the debt without requiring the legal system, we have the knowledge and expertise to use the courts when required.

We also assist high street banks, independent lenders and FinTech/Peer-to-Peer lenders, whose clients have defaulted on payments or entered insolvency proceedings.



### Confidential Credit Control

We also provide outsourced credit control services for businesses that lack the expertise or resource in-house, giving clients the time to focus on core business and the peace of mind that their invoices are in safe hands.



### Credit Management Review

This specialist service involves our team conducting a comprehensive review of a business's receivables management processes, before providing expert recommendations on ways to improve performance and efficiency.

## Just some of our clients



## To join our team, you will need:

- Excellent communication skills and telephone manner
- High level of attention to detail
- Computer proficiency – Word, Excel, Outlook and Sage or a similar accounts system
- Proven team player with excellent interpersonal skills
- Ability to work on their own initiative and as part of a team
- Hard worker
- Punctual and reliable



## What you can expect from us

- Added value to your career and personal development
- A tailored development and training programme
- Access to professional and industry-recognised qualifications
- Opportunities to develop valuable business skills
- Motivated, fast-paced and dynamic working environment
- A rewarding career in the credit management sector
- Discretionary profit and performance-related bonus
- Benefits including Health Insurance and Life Assurance after 12 months of service

## What we expect from you

- To be involved and add value to our business right from the start
- To take ownership for driving your own achievements and development
- Total immersion in our day-to-day tasks and our clients' interests
- Embracing our company culture and work ethic
- To be a quick learner, understanding how our business works and the services we provide
- Add value to our processes and procedures
- Build business and professional relationships as appropriate
- Become an effective member of the team and an ambassador for our company



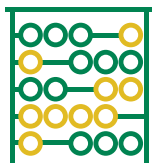
## Why choose Hilton-Baird?



We invest and take great interest in our employees' personal development



We're in Southampton's city centre, close to all the public transport links



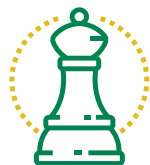
We offer a competitive salary and discretionary profit and performance-related bonuses



Benefits package, including private medical cover and life assurance after 12 months' service



96% of our clients tell us they would recommend our services to others



Be part of a company that makes a real difference to small businesses

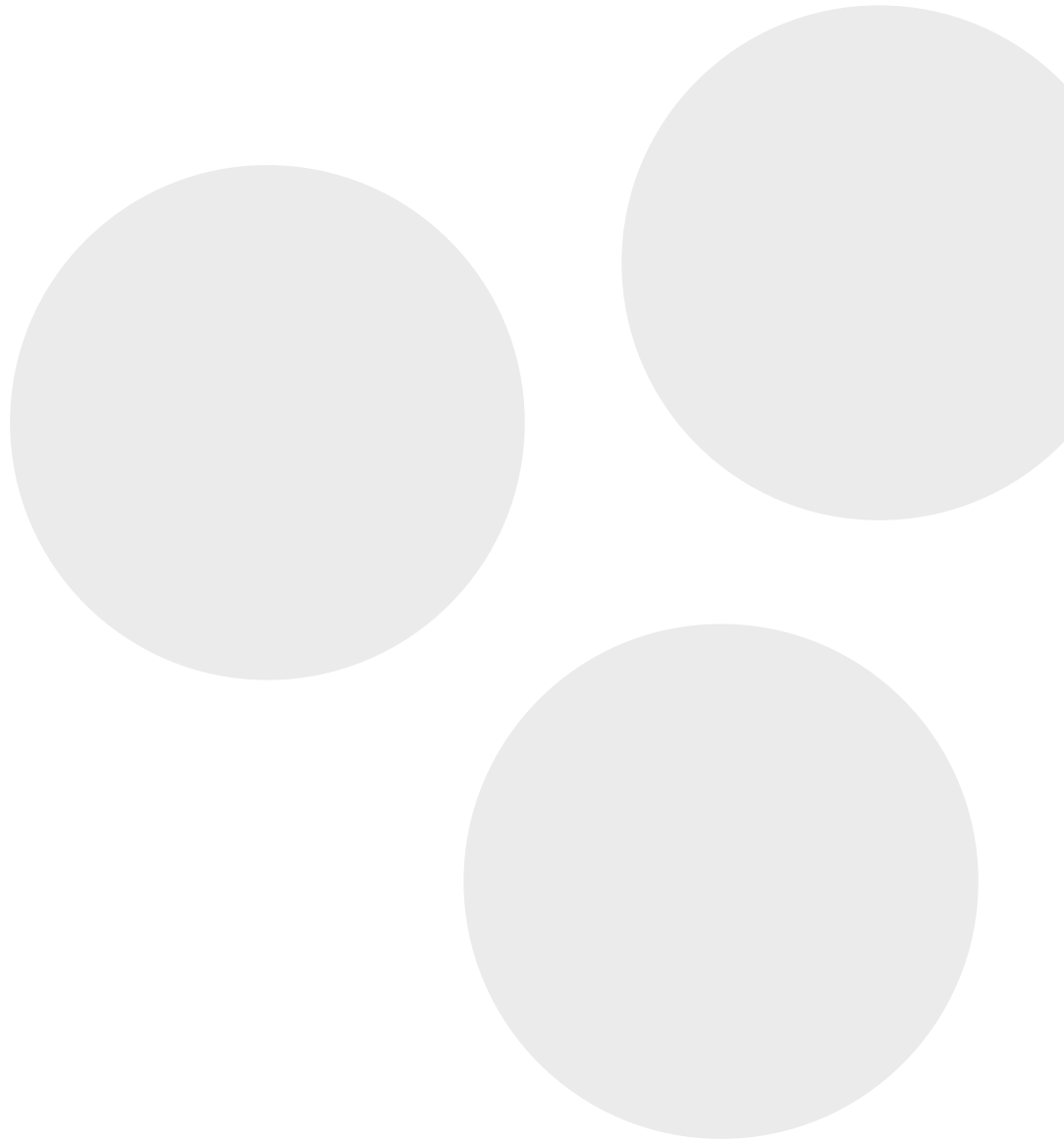


Enjoy working from our modern offices - with breakfast supplied every day!

## Get social

We also give our employees the opportunity to take part in regular social and charity fundraising activities, both in and outside of work hours:





Hilton-Baird   
Group