

<b>Job Title:</b> Sales Ledger Administrator	<b>Location:</b> Hunmanby
<b>Department:</b> Finance	<b>Contract:</b> Permanent / Full time
<b>Reports To:</b> Group Financial Controller	<b>Direct Reports:</b> None

## 1.0 Job Summary & Role

Responsible for raising invoices / credit notes and allocating cash. Maintain the multi-currency sales ledger ensuring all data is accurate and up to date. Ensure that all customer debt is collected by its due date and in line with set company procedures.

## 2.0 Key Responsibilities & Main Duties

### Sales Ledger

Customer Account Maintenance  
 Trade Application Processing  
 Invoice, credit note and month end statement processing  
 Handling both internal & external customer queries / enquiries.

### Credit Control

Aged Debt Maintenance  
 Account credit limit monitoring  
 Debt collection via phone/email  
 Stop list reporting

### Cashier

Posting and allocating cash receipts to customer accounts.  
 Bank account receipt reconciliations.

### Adhoc

Holiday Cover for other members of the finance team  
 Assistance with internal and external auditors reports and queries.  
 Any other adhoc duties requested by management

## 3.0 Internal & External Relationships

- Customers
- Internal departments
- HSBC – bank receipt queries
- Internal & external audit
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#### 4.0 Key Performance Indicators

- Timely collection of Cash to ensure cashflow targets are met
- Timely invoice processing to ensure Suppliers are paid according to our Cashflow targets
- Attention to detail
- Management of Workload to ensure Daily, weekly, and monthly deadlines are met on time.

#### 5.0 Essential/Desirable Factors

Knowledge	
Essential: <ul style="list-style-type: none"> <li>• Good MS Office knowledge and skills</li> </ul>	Desirable:
Skills & Attributes	
Essential: <ul style="list-style-type: none"> <li>• Ability to demonstrate excellent customer service</li> <li>• Ability to work independently in addition to part of a team</li> <li>• Self-motivated and positive attitude</li> <li>• Confident and diplomatic</li> </ul>	Desirable: <ul style="list-style-type: none"> <li>• Resilience and adaptability for new/difficult tasks</li> </ul>
Experience	
Essential: <ul style="list-style-type: none"> <li>• 3 – 5 years proven experience in a similar role</li> <li>• Relevant experience within a busy Finance role and ownership of a multicurrency sales ledger.</li> </ul>	Desirable: <ul style="list-style-type: none"> <li>• Purchase ledger knowledge</li> </ul>
Qualifications	
Essential: <ul style="list-style-type: none"> <li>• GCSE or equivalent</li> </ul>	Desirable: <ul style="list-style-type: none"> <li>• AAT</li> </ul>

Created by	Dated Created
Debbie Lovatt, Group Financial Controller	01.07.21



# JOB DESCRIPTION & PERSON SPECIFICATION

