

**JOB SPECIFICATION**

**Job Title**  Accounts Assistant (Sales Ledger)

**Reporting To**  Financial Accountant

**Salary** TBC

**Term**  12 month contract, Full-Time

**Job Purpose** To undertake responsibilities for the Accounts Assistant (Sales Ledger) role within the Finance dept.

**Responsibilities to include**

* Cover all aspects of a busy Sales Ledger role (800 invoices/mth)
* Progress despatches to sales invoice status, and issue invoices to customers by EDI, Email and portal upload.
* Maintain and reconcile the sales ledger on an ongoing basis
* Process all payment receipts on our accounting software, and allocate accordingly.
* Calculate and process discounts, contras and adjustments a s appropriate.
* Generate and distribute customer statements
* Process the month end on the sales ledger, and produce a variety of reports
* Reflect all sales ledger transactions, and perform month end reconciliations on our bank’s Invoice Discounting portal
* Investigate and resolve customer queries as required.
* Liaise with our sales reps and other internal departments regarding credit notes and adjustments
* Perform credit control responsibilities to ensure customers are keeping to their payment terms
* Raise proforma documents as required.
* Create new customer accounts, and undertake credit reference searches.
* Strive to improve the efficiency of the role’s processes, suggesting use of IT where appropriate.
* Part of the pool to cover reception for daily lunch hour, and during periods of sickness and holidays
* Other appropriate tasks as determined by the Financial Accountant

**PERSON SPECIFICATION**

**Job Title:** Accounts Assistant (Sales Ledger)

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications/****Attainments** | * GCSE or equivalent Maths & English
 | * 2nd or 3rd level qualifications
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| **Relevant Experience** | * Experience of a Sales Ledger role
* Experience of multi-currency ledgers
 | * Previous experience gained in other accounting roles (Purchase Ledger and /or Accounts Assistant)
* Experience from within a manufacturing environment
* Previous experience of a bank’s Invoice Discounting facility
* Previous experience of using ERP software
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| **Skills and Competencies** | * Advanced knowledge of MS Excel
* Evidence of effective planning, organisational and time management abilities
* Excellent communication skills both written and verbal
* Able to perform customer/supplier reconciliations to ensure accurate accounts
* Ability to work to tight deadlines, and to prioritise workloads
 | * Ability to confidently engage with employees, from shop floor to Director level
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| **Circumstances** | * Able to work flexibly as required to meet business needs
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