

**Role Profile:** Finance Administrator – Sales Ledger

**Team/Location:** Finance - Saltash

**Reporting to:** Finance Manager

**Job Level:** Level 5

## Purpose...

To support the administration and processing of accounting information, primarily Sales Ledger, in order to enable the preparation and presentation of accurate accounting reports, and to enable the Company to trade effectively.

## Key Accountabilities...

- To process all sales orders through to invoice in the Finance system. Ensuring invoices are coded correctly to enable accurate reporting and reconciliation.
- To post sales receipts and banking payments on a daily basis and to reconcile multiple bank accounts of various currencies on a monthly basis.
- Reconcile nominal ledger control accounts and other accounts to ensure accurate and timely accounting.
- To work as part of the team to maintain the sales ledger and ensure that customers receive their invoices promptly either by email or post.
- To investigate any queries on the Customer accounts, liaising internally with the Sales, LaaS teams and clients to resolve any problems.
- To set up new customer accounts and conduct credit checks on companies.
- To develop effective cash collection techniques and build relationships with customers to ensure that cash is collected in a timely manner thus reducing the DSO, Daily Sales outstanding of the company.
- To chase clients for payment via email and telephone and to use client online portals where appropriate to assist credit control.
- To produce, validate and submit monthly customer statements as part of the month end process.
- Plan, prioritise and organise personal weekly workload in order to meet deadlines and targets/objectives including for month end and year end accounting and to deliver workload ensuring compliance to processes and procedures.
- Record and maintain accurate and timely information to meet Company and accounting procedures and enable easy access where appropriate.
- Provide cover within the Finance team for both ledgers as and when required.

- Maintain security and confidentiality of all appropriate information, systems and Company property to ensure integrity of the business.

## Knowledge & Skills...

- Good standard of verbal and written English (minimum GCSE to 'C' and above or equivalent). AAT level 2 or 3 would be an advantage.
- Varied experience of administrative processes. Previous experience of working with a Sales Order system would be a distinct advantage.
- Experience of Invoice Discounting would be beneficial.
- Previous experience of working within a Finance Team on Purchase Ledger and Sales Ledger is essential
- Proven credit control background in working on a large ledger is desirable.
- Competent with MS Office, including Microsoft Excel.
- Attention to detail and accurate data entry.
- Proven ability to plan and organise effectively.
- Excellent business communication skills (verbal and written).
- Experience in a business-to-business client focused environment.
- Able to engage effectively with employees, clients and suppliers at all levels.
- Ability to actively display a positive attitude to change and business improvement.
- Team player.
- Adherence to Hemsley Fraser Values.