



## JOB PROFILE

### SALES LEDGER ASSISTANT

Monday to Friday 37.5 hrs per week

The position is accountable to the Management Accountant and reports on a daily basis to the Credit Control Manager. The successful candidate will be trained in respect of the areas of responsibility as detailed below.

The post holder will be working with a busy credit control team and will be expected to provide support to ensure that a consistent and fully operational service is maintained. They will also be expected to ensure efficient communication is maintained with both internal and external customers.

Once the post holder can demonstrate their capabilities within this role the company would look to providing support should they wish to study for a professional qualification compatible with this role.

#### **Particular areas of responsibility will be:-**

- Cash Allocation
- Assist in resolving customers queries
- Posting statements and dunning letters
- Cash accounts, liaise with depots ensuring accounts maintained accurately & kept up to date
- Supply copy of customer invoices when requested
- Filing / Scanning
- Assistance in the opening of customer credit accounts
- Provide cover within the credit control department
- General ad-hoc duties to provide assistance to the Credit Control Manager

#### **Candidates should be able to demonstrate:-**

- The ability to work as a team player in a busy department
- Computer literate (Basic Excel and Word)
- Able to demonstrate accuracy and attention to detail
- Ability to work on own initiative under pressure and adhere to strict business deadlines
- Excellent communication skills especially on the telephone
- The ability to establish successful work relationships with both internal & external customers

**Qualifications required:** - GCSE C+, Maths and English