



JOB SPECIFICATION – 2017

Title: Accounts Clerk

Reporting to: Financial Controller

Role description:

- Assisting with Accounts Receivable functions, including registering of copy invoices, credit notes, entering receipts on Sage X3 and allocating to the customer accounts, updating the customer review list, copy proof of deliveries/invoices.
- Checking customer's credit situation.
- Chase overdue customer invoices by telephone, email & letter within agreed timescales.
- Regular contact with customers to ensure all relevant debts are managed as necessary.
- Respond promptly and completely to both customer and internal enquiries, ensuring customer pays on time.
- Undertake account reconciliations as required.
- Ensure monthly processing deadlines are met as required.
- Send out monthly customer statements/letters as may be agreed from time to time.
- Investigate and action credit notes for all customers, including any corrections to rates or early payment discounts. Analyse credit notes raised to distribute for reporting purposes.
- Assisting with the customer discount/special deal letters.
- Assisting with the sorting, matching, and scanning of documents on the internal Knowledge Worker system on both Accounts payable and Accounts receivable.
- Covering the company switchboard, taking calls, messages and enquiries, and ensuring they are directed to the correct individual or department.
- Cover for the opening and distribution of the post, and franking external post for collection.
- Ad hoc accounting duties.