



JOB SPECIFICATION *CLOSING DATE 03.10.14*****

Title – Accounts Clerk

Reporting to – Head of Finance & HR - Lisa Alexander.

Role Description:

- Assisting with Accounts Receivable functions, including registering of copy invoices, credit notes, entering receipts on Sage, updating the review list, copy proof of deliveries/invoices and resolving any general queries in relation to the A.R function.
- 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.
- Liaison with customers to sort any queries including proof of deliveries and/or any other issues arising from invoice queries.
- Liaison with customers to obtain details of payment date & amounts for overdue accounts.
- Administration of customer credit limit reviews & credit account applications.
- Assisting with the customer discount/special deal letters.
- Sorting, matching, and scanning documents on the internal KnowledgeWorker 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 distributing of the post, franking external post for collection.
- Ad hoc accounting duties.

Skills Required

Accounting experience an advantage

Experience in Microsoft Office

Good telephone manner

Ability to work in a team or autonomously to meet deadlines

Time Management

Self Starter

