



## Job Specification: 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
- Regularly making 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.