

JOB VACANCY

15 October 2018

Job Title: Sales Ledger Assistant / Credit Controller

JOB TYPE	Full time, Permanent
LOCATION	Fern Howard Limited, Unit 2, Newman Lane, Alton, Hampshire, GU34 2QR
RESPONSIBLE TO:	Accounts Manager
MAIN DUTIES AND RESPONSIBILITIES:	<p>Sales Ledger</p> <ul style="list-style-type: none"> • Allocation of all remittance advices • Allocation of all remittance advices • Credit control • Following up debit notes deducted from customer remittances to ensure credits are raised in a timely manner • Entering new customers • Performing credit checks for new accounts and credit limit increases • Raising Promotional IITWI Credit Notes • Dealing with customer sales ledger queries & requests. • Raising & Sending Customer Statements. • Generating Rebate Credit Notes & dealing with any customer queries relating to them <p>Other Accounts Duties</p> <ul style="list-style-type: none"> • Reconciliation of Invoice Finance Bank Account. • Monthly Invoice Finance reconciliation • Invoice Finance audits • Assist in the preparation for audit and working with Companies auditors in order that they can submit Financial Accounts. • Other ad-hoc duties and tasks as required <p>Financial Policies & Procedures</p> <ul style="list-style-type: none"> • Ensure that the policies & procedures as outlined by the Company are implemented & followed by the Accounts Department in the performance of their duties.
SKILLS & EXPERIENCE:	<ul style="list-style-type: none"> • Previous experience in similar role • Good Microsoft Office skills (Word, Excel, PowerPoint and Outlook)

	<ul style="list-style-type: none"> • Excellent verbal and written English communication skills and a good telephone manner essential • Organised and able to meet deadlines. 						
OTHER:	<p>Hours: 8.30-5.00pm (Monday – Thursday) 8.30-4.00pm (Friday) With 30 minute lunchbreak</p> <p>Holidays: Holiday year 1st Jan-31 Dec</p> <p>Entitlement:</p> <table> <tr> <td>Up to 2 years' service</td> <td>22 days p/a</td> </tr> <tr> <td>2-3 years</td> <td>24 days p/a</td> </tr> <tr> <td>3 years +</td> <td>27 days p/a</td> </tr> </table> <p>Pension: 3% into Company scheme.</p> <p>Bonus: Administration Bonus scheme exists. This scheme is paid based on Company Performance and at discretion of Management.</p>	Up to 2 years' service	22 days p/a	2-3 years	24 days p/a	3 years +	27 days p/a
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This job description is not exhaustive and may be adjusted periodically after review and consultation.