



# Job Description

**Job Title:** Accounts Assistant – Credit control  
**Responsible To:** Assistant Financial Accountant  
**Direct Reports:** N/A  
**Place of Work:** Based at Head Office however travel to other venues within the group may be required.

## Purpose of Job:

The Account Assistant – Credit Control role is a key role within the group finance team ensuring that sales transactions are accurately posted on to the accounting system on a timely basis, outstanding debts are actively chased and recovered and that the sales ledger is reconciled on a monthly basis.

## Key Responsibilities:

### 1 Core Values

- To promote the Company's Core Values through personal behaviour and by challenging inappropriate behaviour in others.

### 2 Customer

- Actively chase outstanding sales ledger balances, speaking to customers professionally, remaining calm under pressure, building strong working relationships with our customers.
- Resolve sales ledger queries through discussion with relevant individuals within wider organisation, as well as with customers.

### 3 People

- Work closely with colleagues within the finance team to develop excellent working practices and assist colleagues as and when required.
- Demonstrate strong communication skills, not just within finance but within the wider business, being able to communicate clearly with management and the wider operations team.

### 4 Financial

- Manage sales ledger on a daily basis, chasing debts that are overdue or due to become overdue in the near future.

- Review of bad debts on a weekly basis and highlight specific issues to the relevant individuals in the wider business.
- Process all sales ledger receipts and accurately allocate them on the ledger.
- Accurately prepare the monthly sales ledger control account reconciliation for review by the Assistant Financial Accountant.
- Send out statements to customers on at least a monthly basis.
- Provide weekly sales ledger reports by venue and share with the relevant venue managers, liaising with them to assist in debt recovery and highlighting potential bad debts.
- Review the detailed sales ledger with Assistant Financial Accountant on a monthly basis and proactively follow up on any issues identified.
- Share responsibility with other accounts assistants in the financial team for monitoring the HO Finance email inbox, dealing appropriately with emails on a timely basis.
- Prepare paperwork for review as necessary with regards to commencing legal proceedings in order to recover overdue debts.
- Monitor credit limits and alert managers to any issues or major changes.
- Prepare details of new customers for upload onto the accounting system, liaising with the wider business as necessary to obtain all necessary documentation and ensuring all appropriate checks are completed.
- Ensure all paper work is scanned in and filed as appropriate on a timely basis.
- Perform other adhoc tasks as requested by the Assistant Financial Accountant, Financial Accountant, Business Partners of the Head of Finance.
- Occasional assistance with purchase ledger when required.

## **5 Operations**

- Shared responsibility with other Accounts Assistants for opening, scanning and distributing post.

## **6 Health and Safety**

- Adhere to the Company's health and safety policy and procedures at all times.