

## SALES LEDGER ASSISTANT

<b>Job Title:</b>	Sales Ledger Assistant
<b>Department:</b>	Finance
<b>Reporting to:</b>	Credit Controller
<b>Responsible for (staff):</b>	N/A
<b>Location:</b>	Upminster
<b>General Purpose of Role:</b>	The Sales Ledger Assistant will be responsible for the effective capture and recording of all materials and sub-contractor costs on to the company billing systems, to enable maximisation of recovery of costs. They will provide analysis and reporting around cost recovery ratios for multiple clients.

## ACCOUNTABILITIES

- Liaising with other internal functions and departments and external suppliers to ensure purchase invoices are received, captured and recorded on to the company billing systems in adequate time frame to ensure recovery of costs where relevant.
- Pro-actively pursuing sub-contractors to ensure that required paperwork and accompanying invoices are submitted within required time scales.
- Accountable for the checking and approval of sub-contractor invoices to ensure that they match the agreed terms, highlighting any variances and ensuring queries are fully resolved.
- Ensuring that all costs that fall outside of scope and which are fully chargeable are captured on the client systems to recover costs.
- Feed into supplier reviews, making recommendations for improvements where needed
- Provide reporting to Commercial Analyst re rejected work orders so that these can be reviewed and escalated as needed
- Provide analysis and reporting on cost recovery ratios, highlighting areas where improvements needed, together with recommendations for implementing
- Ensure work orders moved to EOL within required time scales for the company to achieve its KPI's
- Assist credit controller with issuing of invoices for other areas as required so as to maximise cash receipts

## KNOWLEDGE AND SKILLS

### Specific Qualifications:

- Studying towards an accountancy accreditation
- IT skills – Intermediate Excel, SUN, INFOR

## Experience

- Proven experience of working to demanding deadlines
- Exceptional attention to detail
- Experience of working within a Sales ledger department

## Knowledge

- Proven experience within a similar role and experience of working within a Sales Ledger department is essential.

## Skills Competence

- The post holder must be able to work flexibly, as determined by business requirements.
- Must be able to work under pressure or in a busy environment and adapt to changing demands.
- Must have at least an intermediate understanding of Microsoft Excel.

## VALUES & BEHAVIOURS

### Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

### Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

### Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

## OTHER FACTORS

- The post holder must be able to work flexibly, as determined by business requirements this may involve travelling to other Arcus offices or client's premises
- This position will involve working weekends on a rota basis
- Due to this role being field-based / mobile having a UK driving licence is essential

# JOB

## DESCRIPTION

- You will be on call a maximum of 1 in 3 weeks. Callout is for one week, commencing at 17:00 on a Friday. Callout responsibility commences daily at 17:00 during the week you are on call