

**Role:** Accounts Clerk

**Reports to:** Income Accountant

**Reports:** None

**Hours of work:** Part Time (22 hours over 3 days)

**Budgetary accountability:** nil

**Budgetary influence:** nil

**Job Purpose**

To provide an efficient and professional finance support service to the Trust, with responsibility for sales ledger, credit control and cashbook postings.

**Accountabilities**

1. To control and develop the Sales ledger, to enable effective financial accounting within the Trust.
2. Ensure that Sales invoices are raised accurately and in a timely manner.
3. Monitor customer accounts, investigating balances, and chasing debts in line with the Trust’s credit control policy.
4. To identify debts that are uncollectable and report to management for further advice.
5. To ensure all invoices are raised prior to month end closing.
6. To post cashbook transactions accurately and promptly.
7. To reconcile the cashbook each month using the Trust’s systems.
8. To check all utility invoices and enter data onto the relevant databases.
9. Reconcile all utility control accounts on a monthly basis.
10. Process credit card statements for Trust employees.
11. Pay cheques into the bank
12. To verify and distribute fuel card statements each month and order new cards as necessary.

**Person Specification**

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|  | **Essential** | **Desirable/Ideal** |
| **Qualifications** | Educated to at least GCSE Level A-C or equivalent in Maths and English | AAT foundation / Book keeping qualification |
| **Skills** | Effective time management and work prioritisation skills and the ability to work well under pressure  Able to build productive working relationships and partnerships  Ability to identify issues and develop a logical and clear approach to problem solving, with the ability to resolve conflict using own judgement  Ability to work on own initiative and as part of a team and be self-motivated.  Good IT skills and proficient in the use of computer programs for: Spreadsheets, Accounting, Databases  Good verbal and written communication skills and attention to detail |  |
| **Experience** | Previous experience of sales ledger management (2-3 years)  Previous experience of bank reconciliations  Knowledge of basic accounting procedures and techniques  Considerable experience (2-3 years) of working in a finance/accounts department | Working in the public sector environment  Experience of using SUN accounts  Experience of credit control |
| **Other** | Willingness to be flexible, adaptable and responsive to change. |  |