CHAMBER OF COMMERCE

HEREFORDSHIRE & WORCESTERSHIRE

JOB DESCRIPTION

**POST:**  Finance Executive (Accounts Receivable / Allocation)

**POST HOLDER**:

**REPORTS TO:**  Finance Manager

**GRADE:**

**LOCATION:** Worcester

**WORKING HOURS:**  Part Time – 22.5 hours per week

**MAIN PURPOSE:** To record all company receipts and raise relevant Sales Invoices.

**KEY DUTIES / RESPONSIBILITIES:**

1. To deal with allocated sales ledger queries, following up information and resolving any customer issues.
2. To ensure all sales ledger cash records (cheque, BACS, CR card) are processed, including the posting and allocation of sales ledger receipts (SRC’s and SRI’s) and non-ledger transactions.
3. To assist with undertaking weekly banking.
4. To Manage the Finance Mailbox to include resolution of Queries and processing refunds.
5. To Complete the Sales Ledger Statement Run bi Monthly.
6. To process Orders and Invoices from CRM with a past due date, printing them from Exchequer and posting or emailing to clients as necessary.
7. To identify small value items within accepted parameters and write off as appropriate.
8. To manage the suspense account clearing unidentified transactions within agreed timescales.
9. To ensure all credit balances on the Debtors are investigated and resolved within agreed timescales.
10. To undertake financial projects or any other tasks as directed by the Deputy CEO as and when required.
11. To assist in the preparation of year end schedules.
12. To prepare relevant journals as required.
13. To continually update Finance quality work instructions, to keep filing up to date and to ensure that all tasks are completed accurately and in line with the Financial timetable/deadlines.

**GENERIC CHAMBER GROUP TASKS:**

1. To work closely with other team members to ensure that all Business Plan, Performance and Financial targets are achieved.
2. To keep updated with all new literature and information and maintain a thorough knowledge of new procedures
3. To work closely with other team members and complement and support the organisation’s delivery and development.
4. Any other duties as directed by the Head of Finance / Deputy CEO.
5. To ensure that any management information is entered onto the Chamber’s databases (CRM and Exchequer) on a regular continual basis.
6. To work closely with the Quality Manager and your team to ensure team-wide compliance to ISO9001. To facilitate improvements to the quality management system and to co-ordinate an annual review of quality documentation which specifically relates to your department.
7. To adhere to and actively promote the Chamber Equal Opportunities policy
8. At all times to work within the organisations Health and Safety policy and to ensure as far is reasonable that safe working practices are established, maintained and followed
9. To work within and assist in maintaining IIP principles for the organisation.
10. To carry out any other duties as required by the business to achieve commercial objectives.

**PERSON SPECIFICATION:**

1. Excellent telephone manner.
2. Proven experience within a similar Accounts receivable type role.
3. Educated to NVQ Level 3 or equivalent, preferably in accounts/finance.
4. Preferably have experience in double entry bookkeeping and controlling books of prime data entry.
5. Proficient in the use of MS Office with advanced experience of Excel.
6. Have past experience of operating computerised accountancy systems.
7. Must be numerate, methodical, and accurate and be able to complete small projects independently.
8. Customer focussed.
9. Goal orientated.
10. Ability to communicate confidently at all levels (verbally and in writing) externally and internally at all levels.

**MOBILITY:**

1. Ideally, a car owner with full driving licence.