JOBS DESCRIPTION

Job Title: Finance Assistant – Sales Ledger

Department: Finance

Location: Leeds

Reports To: Finance Manager

Date Prepared: March 2020

PURPOSE

To assist the Finance Manager by ensuring the sales ledger for the whole organisation is up to date and accurate. To work efficiently and proactively to ensure the finance team meets timescales and deadlines.

NATURE & SCOPE

The NHS Confederation is the independent membership body that represents all types of providers and commissioners of NHS services in England, Wales and Northern Ireland. Its business operations are performed through two entities; the NHS Confederation and its subsidiary company.

Reporting to the Finance Manager, the Finance Assistant – Sales Ledger will run the sales ledger for the whole organisation including raising sales invoices and chasing debtors. This post is part of the finance team based in Leeds. The post will work to ensure all sales ledger tasks are completed on a timely basis.
ACCOUNTABILITIES

- Ownership of the sales ledger including raising sales invoices for membership, events and other income
- Dealing with both internal and external customer enquiries providing the highest level of customer service at all times
- Daily banking and posting of cash to the ledgers (bank reconciliation)
- Credit Control including chasing outstanding balances in line with policy and dealing with queries on invoices
- Reconciliation of invoices from other systems to the finance system on a weekly/monthly basis
- Ensuring that all unallocated cash is cleared before each month-end
- Provide training and advice to colleagues on sales ledger where necessary
- Monthly reporting on debt position
- Contribute to maintaining robust processes in your area of responsibility
- Monitoring finance mailbox. Distributing emails round the team
- Booking team meetings/agenda/notes
- Assist/cover purchase ledger when required
- Provide any other ad hoc support to the finance team when required
KNOWLEDGE, SKILLS AND EXPERIENCE

The post holder will have experience in a similar role and of managing a sales ledger. The post holder will have strong and up-to-date technical skills and will ideally hold an accountancy qualification.

A good level of experience using financial systems (e.g. Access Dimensions) is essential along with a strong focus on controls and a high attention to detail. In addition, IT skills are required, including advanced excel skills (e.g. able to manipulate a spreadsheet of data, use formulae, lookups, and pivot tables).

Also key to performing well in this role will be:
- Excellent communication skills
- Self-motivated and able to act on own initiative
- Able to work in a small but busy team

SAFETY

Health and Safety at Work Act

The jobholder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to co-ordinate with management in the promotion and maintenance of health and safety measures.

SIGNATURES

Jobholder Name .................................................................
Signature .................................................................
Date .................................................................
Manager Name .................................................................
Signature .................................................................
Date .................................................................
Director Name .................................................................
Signature .................................................................
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<tr>
<td>Education/</td>
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| Experience          | • You will have a minimum of 3 years previous experience in a similar role  
                       | • Excellent verbal and written communication skills with a customer service focus  
                       | • A self-motivated, proactive and organised person  
                       | • Confidentiality, accuracy and attention to detail is paramount.                                                                                             |                                    | Application, Interview |
| Knowledge           | • Good understanding of accounting principles and techniques  
                       | • Technically sound at applying accounting principles                                                                                                                                                               |                                    | Interview        |
| Skills              | • Excellent Excel skills  
                       | • Excellent communication skills.  
                       | • Ability to prioritise and manage own workload and conflicting priorities to meet deadlines  
                       | • Ability to work effectively as part of a team  
                       | • Excellent problem-solving skills  
                       | • Attention to detail and accuracy  
                       | • Well organised and able to work to timescales and deadlines                                                                                               |                                    | Interview        |
| Other information   | • Self-motivated  
                       | • Team player  
                       | • A flexible approach to support a small team is required  
                       | • Methodical                                                                                                                                            |                                    | Interview        |
- Analytical
- Attention to detail
- Proactive