

## **Acumen Waste Services Ltd Job Description**

**Name:** TBC  
**Position:** Sales Ledger Clerk  
**Reports to:** Sales Ledger Manager  
**Functional:** Contract Waste invoicing but will cover all divisions

### **PURPOSE OF POSITION:**

This position is responsible for:

1. Sales Invoicing
  - a. Raise invoices for all departments and all customers to ensure that sales invoicing is maintained and up to date in line with our 7 day KPI.
  - b. Provide invoicing cover for all departments when other team members are off on holiday or ill and provide support on any large projects.
  - c. Report to Manager on outstanding invoicing issues on an ongoing basis.
  - d. Have an understanding of margin to ensure that we invoice everything possible and that all jobs are profitable. Report upon any that are not to the Sales Ledger Manager for investigation.
  - e. Check off the invoices for accuracy, coding and ensure that the Big Change system is used correctly.
  - f. Put rigour into our invoicing and ensure we invoice within 7 days of a job happening KPI.
2. Cover and Support
  - a. Provide cover and support when required for the finance and admin teams.

### **PERSON SPECIFICATION:**

The ideal employee will possess the following:

- Excellent communication skills at all levels.
- Good IT skills and competence using Word, Excel and Outlook.
- High standard of numeracy, accuracy with attention to detail.
- A team player with a flexible approach and a willingness to learn.
- Outgoing, positive and confident personality and able to operate at all levels.
- A self-starter who is pro-active and can set and achieves goals.
- Strong organisational & time management skills.
- Ability to recognise potential risks to the group, communicate and escalate.
- Familiar with accounts procedures and ledgers.
- Experience of management information and strict reporting processes.

## **RESPONSIBILITIES:**

- Ensure we invoice all works within 7 days of job completion.
- Ensure all invoices are sent with all relevant paperwork.
- Ensure copies and back up is always stored and recorded in line with the company procedures and policies.
- Answering incoming phone calls and managing the daily post.
- Provide cover and support for Purchase Ledger.
- Willingness to help with the day to day processes to ensure that the job is done on time.
- Liaise with sales and operations to ensure that the finance and administration teams are properly supporting the needs of the operating businesses.
- Ensure that Big Change is used to its full potential.
- Development of controls to ensure the company processes orders and invoices promptly and accurately at all times.
- Providing ad-hoc reporting as and when requested.
- Provide cover for other accounting functions as requested.
- Other duties as delegated from time to time by the Sales Ledger Manager
- Keep the company up to date with new invoicing techniques and practices.

*Prepared by Kristian Sutton (Finance Director) 18<sup>th</sup> Feb 2019*