

# Job Description & Person Specification



Job Title Sales Ledger Administrator	
<b>Responsible to</b>	Financial Accountant
<b>Responsible for</b>	Assisting the finance department to process the Foundation's transactional data
<b>Department/Location</b>	Finance Department, Strode Park House, Herne
<b>Date/ Version</b>	April 2022
<b>Purpose of job</b>	To maintain to charity's sales ledger which includes invoicing, chasing payments, reconciling incomes, recharging costs and raising credit notes in a timely fashion.
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To carry out various financial tasks within the department as directed by your line manager and/or directors. Such tasks to include: <ul style="list-style-type: none"> <li>○ The creation of sales invoices in accordance with contractual and VAT regulations.</li> <li>○ The accurate coding and posting of invoices onto the accounting system.</li> <li>○ The posting of sales receipts to the appropriate client accounts within the ledgers.</li> <li>○ Analysis of sales income.</li> <li>○ Investigation into late payment of overdue invoices.</li> <li>○ Account reconciliations.</li> <li>○ Assisting with covering other team members' workloads when away.</li> <li>○ Assisting with Banking.</li> </ul> </li> <li>2. To maintain accurate and up-to-date accounting records in order to facilitate the production of management reports and statutory annual statement.</li> <li>3. Maintain confidentiality of all information regarding staff, residents and customers and handle enquiries professionally and discreetly.</li> <li>4. To hold keys and pass codes to the Finance Department areas in safe custody and to maintain the security of all cash and documents, records, computer records and equipment within the department.</li> <li>5. When handling or carrying cash ensure that adequate records are made and balanced, and that any variances are reported immediately to your line manager or the Finance Director.</li> <li>6. Follow the accounting and administrative procedures of the Foundation, as directed by your line manager or the Finance Director.</li> <li>7. To undertake other ad-hoc duties within the Accounts Department as directed by your line manager or the Finance Director.</li> <li>8. To support the aims and objectives of the Foundation.</li> <li>9. To fully participate in all supervisions and assessments to ensure personal and professional development takes place to the highest standard.</li> </ol>

	10. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
<b>Expectations</b>	<ol style="list-style-type: none"> <li>1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies.</li> <li>2. Ensure the views and needs of our service users inform and guide your work wherever possible.</li> <li>3. Adhere to professional accountancy standards and legal requirements relating to the keeping of accounting records.</li> <li>4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation.</li> <li>5. Develop positive relationships with colleagues and other key stakeholders.</li> <li>6. Keep abreast of internal and external developments and respond accordingly.</li> <li>7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services.</li> <li>8. Attend and contribute to staff training and any other training identified as appropriate for the role.</li> <li>9. Contribute to making SPF an environmentally friendly workplace.</li> </ol>
<b>Person Specification</b>	
<b>Essential Criteria</b>	<ol style="list-style-type: none"> <li>1. Previous experience of working in a Finance Department</li> <li>2. Be trustworthy and reliable.</li> <li>3. Attention to detail and accuracy.</li> <li>4. 5 GCSE's at grade A* to C including English and Maths.</li> <li>5. Intermediate level in computer skills including Outlook, Excel and Word.</li> <li>6. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders.</li> <li>7. Ability to work as part of a team in a collaborative and engaging way.</li> <li>8. Have an interest and understanding of the commitment to the Foundation's aims, values and objectives.</li> </ol>
<b>Desirable Criteria</b>	<ol style="list-style-type: none"> <li>1. Good time management skills and ability to prioritise tasks.</li> <li>2. Willingness to help</li> <li>3. Direct or indirect experience of disability or supporting those with disabilities</li> </ol>
<b>Signed (Employee)</b>	
<b>Print Name</b>	
<b>Date</b>	