

<b>Name</b>		<b>Job Title</b>	Sales Ledger Assistant			
<b>Function Management</b>	Financial Controller	<b>Line Management</b>	Financial Controller			
<b>Department</b>	Finance					
<b>People Management</b>	N/A					
<b>Role Summary</b>						
<p>Accurate and efficient data entry to Sales Ledger, adhere to relevant accounting controls and procedures, assist in maintaining good customer relationships, production and reporting of Sales Ledger information as required.</p>						
<b>Work Environment</b>						
<ul style="list-style-type: none"> <li>Office based, sitting, computer use</li> </ul>						
<b>Responsibilities</b>						
<ul style="list-style-type: none"> <li>Prepare 'draft' invoices for approval (RTC, SC, Fixed Price &amp; Third Party Charges)</li> <li>Liaise with Project Managers, Cost Engineers and any other relevant parties as necessary</li> <li>Issue accurate 'final' customer invoices and back up documentation within KPI timescales</li> <li>Upload invoices into client systems as necessary</li> <li>Posting receipts and allocating payments on Sage 200</li> <li>Entering receipts into Cashbook / other relevant accounting records</li> <li>Deal with incoming Customer invoice queries</li> <li>Prepare Credit Notes for approval and issue</li> <li>Maintain audit trail and filing systems – scan, photocopy, file and archive as required</li> <li>Update and maintain all relevant accounting systems and records on a real time basis – to include Sage 200, ProTrak and various Excel logs to appropriate timescales</li> <li>Month End reconciliations as required</li> <li>Credit Control duties, as directed</li> <li>Assistance in other areas of the Finance department as and when required</li> <li>Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner</li> <li>Adherence to the company integrated management system</li> <li>Compliance with quality assurance, health and safety and environmental policies</li> <li>Demonstrate and promote PD&amp;MS QHSE principles</li> <li>Ensure unsafe activities are challenged</li> <li>Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties</li> <li>Demonstrate and promote PD&amp;MS values</li> </ul>						
<b>Authorities</b>						
<ul style="list-style-type: none"> <li>N/A</li> </ul>						

Skills & Attributes			
Competency Standards	M / P	Y / N / CE	Details
Educated to Standard Grade Level or equivalent with passes in Mathematics and English	M		
Experience of Corporate Systems e.g. Sage	P		
Competent in the use of MS Office, in particular excellent use of Excel	P		
Experience in a similar role	P		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	