



# JOB & PERSON SPECIFICATION

Name		Job Title	Sales Ledger Assistant
Function Management	Financial Controller	Line Management	Financial Controller
Department	Finance		
People Management	N/A		
Role Summary			
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.			
Work Environment			
<ul style="list-style-type: none"><li>Office based, sitting, computer use</li></ul>			
Responsibilities			
<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>			
Authorities			
<ul style="list-style-type: none"><li>N/A</li></ul>			

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## Skills & Attributes

- Team working
- Good attention to accuracy and quality
- Good communication skills
- Ability to use own initiative
- Good organisational skills
- Systematic approach to tasks but ability to change priorities to meet the needs of the business

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	