



## Job Description

<b>Job Title</b>	Sales Ledger Administrator	<b>Reports to</b>	Sales Ledger Supervisor
<b>Department</b>	Accounts	<b>Location</b>	Kingswinford
<b>Key areas of responsibility</b>	<b>Key Elements/Tasks</b>		
<b>Overview</b>	Reporting to the Sales Ledger Supervisor, you will be involved in a variety of accounting responsibilities to ensure the Sales Ledger is accurately maintained and process deadlines are met.		
<b>Main Role</b>	<ul style="list-style-type: none"> <li>• Maintaining your own portfolio of properties, containing approximately 1400 live tenants.</li> <li>• Processing of a variety of Tenant Notifications, amending tenant records ensuring the information is input accurately.</li> <li>• Creating New Property records, following the acquisition of new portfolios.</li> <li>• Maintaining Excel Spreadsheets.</li> <li>• To raise System Generated Invoices on a Yearly, Quarterly &amp; Monthly basis as well as Manual ad hoc invoices on a daily basis.</li> <li>• To check &amp; process Service Charge Budgets &amp; Reconciliations produced by the Property Accountants.</li> <li>• To liaise with Solicitors within Head Office, London and Scotland to produce Completion Statements, accuracy of information is required.</li> <li>• Proactively liaise with Asset Managers, Financial Accountants, Property Accountants, Credit Controllers, and Cashiers to respond to tenant queries.</li> <li>• Other ad hoc duties including Refunds, Insurance Invoices, Credit Notes, Bad Debt Write Offs, and Purchase Ledger Recharges.</li> <li>• Monthly processing of Utility recharges, Car Parking Income, Sunday Trading Charges &amp; Reports.</li> <li>• Reconciliation of tenant's accounts.</li> <li>• Month End Balancing of the Sales Ledger to the General Ledger.</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Continue to improve on reducing the volume of correspondence sent by Post.</li> <li>• Ensure accuracy when inputting, the information is used within a number of key areas of the business, including the Quarterly Management Meeting attended by the Chairman.</li> <li>• Deal with queries via E-mail &amp; telephone.</li> </ul>		

### PERSON SPECIFICATION (Job related skills, knowledge & experience required)

	<ul style="list-style-type: none"> <li>• Excellent communication skills, with the ability to interact at all levels of the business and externally</li> <li>• Understanding of accounting procedures</li> <li>• Resilient, with the ability to meet tight deadlines and cope with multiple &amp; varied tasks</li> <li>• Innovative, with a desire to identify improvements</li> <li>• Willingness to learn and demonstrate a flexible approach to working</li> <li>• Ideally have some Sales Ledger experience</li> <li>• Good system skills including Excel</li> </ul>
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