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| **Job Title** | Accounts Clerk |
| **Business Unit** | Restore Technology |
| **Department** | Finance |
| **Location** | Cardington, Bedford, Bedfordshire |
| **Reports to (direct)** | Transaction Processing Manager |

###### Main Purpose of the Role

The business is looking to recruit an additional Accounts Clerk to work along our current Accounts Clerk and Senior Accounts Clerk, to help manage the purchase ledger, sales ledger and credit control function of the business. Supporting the Transaction Processing Manager, the team help keep the sales, payables and debt ledger accurate and up to date, and will assist in developing and implementing improved accounts processes and controls in a rapidly evolving and dynamic business environment.

###### Key Tasks

* Proactively manage and collect debts from company debtors
* Assist with setting up the terms of credit and activating accounts for new customers
* Establish and maintain regular communications with clients to facilitate periodic payments
* Regularly reconcile the sales and purchase ledgers accounts
* Posting cash receipts and direct debits daily for multiple banks & eCommerce accounts, ensuring accurate allocation against correct accounts and invoices.
* Ensure refunds are processed for customers accurately and promptly
* Assist in the export and import of sales invoices from multiple systems to one
* Daily processing of supplier invoices onto the ledger
* Assist with twice-monthly payment runs from the company’s bank account
* Raising ad hoc payments upon request from the company’s bank account
* Assist with setting up new suppliers including verifying supplier details in line with company policy
* Maintain accurate customer and supplier account records and report on all detail changes promptly
* Internal chase missing Purchase Orders to match invoices
* Reconciliation of direct debits accounts to suppliers' ledgers to obtain any missing invoices
* Deal with queries and liaise with site managers and sales team members to achieve resolutions to outstanding issues
* Assisting with weekly and monthly reports for key stakeholders and month end board pack
* Review, suggest improvements and assist in the implementation of improvements to the processes and controls around all aspects of the ledgers
* Any other duties as required by management for the smooth and efficient operation of the department

**Skills, Knowledge & Experience Required**

* Strong communication skills (written & verbal) and ability to form successful working relationships
* Excellent organisation & planning skills with the ability to work to strict deadlines while maintaining the quality and accuracy of the work
* Previous experience within Finance essential
* Work collaboratively within a team
* Excellent attention to detail
* Ability to work in an evolving and fast paced environment
* Competent user of Excel and familiar with Windows based products

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**Behaviours**

* Communication – Actively presents information and ideas to all appropriate levels
* Commitment – Actively demonstrates belief in the company through positive language and promoting a team ethos
* Commercial Awareness – Demonstrates resilience and perseverance in driving for improvement
* Initiative – Proactively identifies issues and provides suggested solutions
* Flexibility – Comfortable with change and process improvement
* Ownership – Owns tasks and delivers on time, on cost and quality
* Teamwork – Proactive in assisting others and puts the needs of the team before self
* Curiosity – Proactively seeks knowledge and understanding

**COMPLIANCE RESPONSIBILITIES**

* Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager