

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Sales Ledger Controller **Centre:** Business Services **Grade:** B **Location:** Cambridge

Reports to: Financial Accountant

Line Manages: N/A

2. Main purpose of role:

It is the responsibility of the Finance Department to manage the financial resources of NIAB.

The Department is also responsible for maintaining the integrity of the accounting records, establishing and developing best practice and for producing both statutory accounts and management information to assist in decision making at all levels in the institution.

This role holds the responsibility for maintaining and developing the sales ledgers for many of the groups entities.

3. Financial authority/responsibility (e.g. delegated budget, authorisation level, approx value of contracts etc):

None

4. Key relationships (external and internal):

Employees across the organisation, in particular the site accountant at East Malling and other members of the wider finance team, customers and auditors.

Tasks/responsibilities (in order of priority)	Approx % of time
Operation of the Sales Ledger: <ul style="list-style-type: none"> Process Invoices and Credit Notes Review and approval of the output of automated invoicing systems Banking cheques received and updating the ledgers accordingly 	35
Credit Control: <ul style="list-style-type: none"> Maintain credit control procedures monthly along standard Company policy Assist with legal/court proceedings in limited number of cases Handle, investigate and resolve stakeholder queries / disputes Prepare aged debt reports monthly Maintain aged debt spreadsheets weekly 	25
TAG Consulting: <ul style="list-style-type: none"> Liaise with field consultants to prepare monthly sales invoicing and contract data Reconcile and maintain spreadsheets weekly 	15
Systems review / development: <ul style="list-style-type: none"> Ongoing commitment to review and improve the information systems, to improve relevance to the operational teams in the performance of their duties 	10

Basic control account reconciliations – including bank and cashflow reconciliations / input	10
In addition to the tasks described above, the job holder may be required to provide cover for other finance / business services staff as may be reasonably required from time to time including ad hoc duties	5

6. Working conditions :

Open plan office. Work mainly PC based.

7. PERSON SPECIFICATION**Education/Qualifications:**

Essential:	Desirable:
Knowledge of accounts and traditional ledger functions	AAT

Experience:

Essential:	Desirable:
Awareness of VAT legislation Basic reconciliations Sales Ledger experience	Cash management experience

Specialist Training:

Essential:	Desirable:
Computer literate Excel spreadsheet with formulae	

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
Ability to work under pressure and prioritise Ability to uphold deadlines Precise/detail orientated Fast and accurate inputting Appetite to encourage process change / adoption Ability to own mistakes / errors and resolve Strong communication skills Team player	

Date of description: 13 April 2017

Compiled by: Head of Finance