**Sales Ledger Assistant**

Team: Finance Team

Responsible to: Sales Ledger Supervisor

##### Role Summary

* To maintain a dedicated section of the Group Sales Ledger as allocated by the Sales Ledger Supervisor.
* To support the Sales Ledger Supervisor and other Sales Ledger colleagues in their duties.

##### Key Responsibilities

* Timely and accurate recording of debt owed to the Group.
* Timely issuing of invoices, credit notes and statements.
* Timely and accurate posting of cash to the correct sales ledger account.
* Banking cash and liaising with the Cash Office.
* Preparing and posting sales ledger journals where necessary.
* Reconciling Group control accounts and assisting with month end routines as required.
* All aspects of Group credit control and compliance with credit control procedures.
* Maintaining effective audit trails to source documents.
* Operating across the Group Finance System (ABW), Student Records System (EBS/UnitE), Accommodation System (KX), International System (CLASS) and the Nursery System (Connect) as required
* Dealing with sales ledger queries as appropriate.
* Assisting the Sales Ledger Supervisor in providing on-going advice and guidance to finance system users across all campuses as required.

**Role Context**

All staff at Chichester College are expected to:

* Work within the context of the Corporation’s core values, code of conduct, quality requirements and continuous improvement ethos.
* Undertake their duties in accordance with College policy and procedures, particularly with respect to Human Resources policies and procedures, equality, diversity and inclusion policies and procedures and the Corporation’s Health and Safety at Work policies and procedures.
* Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
* Abide by the Corporation’s policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the College must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the College website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

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| **Criteria** | **Essential/**  **Desirable** | **How Assessed** |
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| **Qualifications** | | |
| GCSE grade C or above (or equivalent) in Maths and English | Essential | Application form/ Certificate |
| A recognised accountancy qualification | Desirable |
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| **Experience** | | |
| Working in a busy finance environment | Essential | Application Form/ Interview |
| Operating a computerised accounting package | Essential |
| Sales ledger role | Essential |
| Further Education Sector | Desirable |
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| **Knowledge** | | |
| Working knowledge of Microsoft Excel and Word | Essential | Application Form/ Interview/ Assessment |
| Debt Collection procedures | Essential |
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| **Skills and Abilities** | | |
| Time management skills, organisational skills and the ability to meet tight deadlines | Essential | Application Form/ Interview/ Assessment |
| Proven communication skills at all levels | Essential |
| Proven IT and keyboard skills, including use of email | Essential |
| Ability to work alone and as part of a team with good interpersonal skills | Essential |
| Ability to solve problems and make decisions | Essential |
| An aptitude for figure work, computerised ledgers and spreadsheets | Essential |
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| **Attributes** | | |
| Flexible approach | Essential | Application Form/Interview |
| A confident telephone manner | Essential |
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| **Other Requirements** | | |
| Satisfactorily meeting the College’s employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK | Essential | Interview / Checks and Clearances |

Any appointment is subject to the Corporation’s terms and conditions of service.

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| **Working hours per week:**  **Working weeks per year:** | 37  52 |
| **Salary range:** | £18,358 - £20,068 per annum |
| **Salary progression:** | Salary progression is achieved through annual increments, in accordance with the College’s Performance Management Scheme. |
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| **Holiday entitlement:** | The annual leave year runs from 1 January to 31 December.  24 days per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement. |
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| **Holiday restrictions:** | Leave cannot be taken on certain days designated by the College, e.g. development and administration days. Leave is to be agreed in advance with the line manager. |
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| **Pension scheme:** | Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The College contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme (“LGPS”), based on certain qualifying criteria as determined by The Pension’s Regulator. However, Bank staff may still elect to opt into the LGPS if they wish. |
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| **Location:** | Chichester Campus |