Job Description – Sales Ledger Assistant

JOB TITLE:	Sales Ledger Assistant	**DATE:**	November 2021
DEPARTMENT:	Accounts	**PREPARED:**	QHSE Manager
LOCATION:	Aberdeen	**APPROVED:**	Andrew Robins
REPORTING TO:	Group Accountant		

1. ROLE STATEMENT

Responsible for carrying out the sales ledger duties within the accounts department whilst adhering to EnerQuip's QHSE standards, responsibilities, policies and procedures.

2. MAIN RESPONSIBLITIES

- Raise and issue invoices to Customers
- Post Customer receipts
- Carry out credit control/debt collection
- Maintain Customer accounts
- Ensure Withholding Tax certs are provided by Customers.
- Report on aged debt balances.
- Assist with purchase ledger as required.
- Carry out other duties as requested by the Group Accountant or company directors.

3. KNOWLEDGE, SKILLS, EXPERIENCE & REQUIREMENTS

- High standard of accuracy, consistency, and confidentiality.
- Excellent organisational skills, demonstrating an ability to use initiative, prioritise workload and work well under pressure to ensure deadlines and the needs of the business are met.
- Previous experience in Sales Ledger essential.
- Knowledge of Sage preferable.
- Strong Customer focus
- Ability to work both solo and as part of a team.
- Computer literate with sound knowledge of Microsoft office programs
- Excellent communication skills, verbal and written.
- Proactive in debt collection.

Signed By: _____ Printed Name: _____Date:_____