



JOB & PERSON SPECIFICATION

Name		Job Title	Sales Ledger Coordinator
Function Management	Finance Director	Line Management	Finance Director
Department	Finance		
People Management	Sales Ledger Assistants		
Role Summary			
Oversee and manage accurate and efficient data entry to Sales Ledger, ensure relevant accounting controls and procedures are maintained and followed, assist in maintaining good customer relationships, production and reporting of Sales Ledger information as required.			
Work Environment			
<ul style="list-style-type: none"> Office based, sitting, computer use 			
Responsibilities			
<ul style="list-style-type: none"> All Sales Ledger administration including preparation and issue of invoices to clients, credit control, update and maintenance of all logs and relevant accounting systems Liaise with Project Managers, Cost Engineers, Clients and other relevant parties to resolve all issues that might delay client invoices from being raised Direct line management of Sales Ledger Assistants including annual performance reviews, assess training needs, mentor and coach as required Coordination of day-to-day team workload and management of absence cover KPI reporting and monitoring; achievement of agreed KPI targets Weekly reporting of unbilled and aged debt Ensure high quality tracking information available on pending, invoiced and unbilled logs Coordination and close-out of month-end processes and routines and reporting to strict deadlines Assist in ensuring compliance with accounting policies and procedures Assist as required in internal or external audit processes Proactively support continuous improvement of sales ledger processes and systems Inspire an effective and positive working relationship between Sales Ledger and the wider business Assistance in other areas of Finance as required Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner Adherence to the company integrated management system Compliance with quality assurance, health and safety and environmental policies Demonstrate and promote PD&MS QHSE principles and lead by example Ensure unsafe activities are challenged Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties, in particular, risk assessment and control, reliability and failure prevention necessary to ensure the safe design, provision and use of tools, equipment and systems Demonstrate and promote PD&MS values and lead by example Ensure direct report performance reviews are carried out within the required timescales 			



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Authorities

- Refer to Finance Schedule of Authority

Skills & Attributes

- Good organisational skills
- Team player
- Ability to lead
- Highly accurate / attention to detail
- Quality focussed
- Systematic approach to tasks but able to prioritise
- Excellent communication skills
- Ability to use own initiative
- Professional and positive demeanour
- Commercial awareness
- Discretion when dealing with sensitive commercial or personnel information

Competency Standards	M / P	Y / N / CE	Details
HNC or equivalent in an appropriate discipline	P		
Educated to standard grade level or equivalent, with passes in Math & English	M		
Demonstrable experience in Sales Ledger	M		
Experience of Corporate Systems e.g. Sage	M		
Competent in the use of MS Office applications	M		
Highly competent in the use of MS Excel	M		
Exposure to People Management	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competence Evaluated	