

JOB DESCRIPTION



Job Title	Sales Ledger Assistant
Job Location	Office-based at Agility Eco offices in Sutton. Flexible working available with time split between office and home (typically 2 days per week in office following initial training period).
Remuneration	£23,000 - £25,000 per annum salary and annual discretionary bonus and other benefits. 12 month fixed term contract (potential for extension).
Hours	37.5 hours per week with 23 days annual leave. Part-time working considered (25 hrs+ salary pro-rata)
Purpose Statement	<p>AgilityEco is a dynamic and fast-growing business that has established a leading position in the origination and delivery of energy efficiency and fuel poverty programmes supported by grant funding. We provide eligible customers, free of charge, with a combination of advice and support, and the offer of installation of a range of insulation and heating measures in homes with a low energy efficiency rating. Our partners include many of the major energy supply companies, network operators, local authorities and charities. We work with a network of highly skilled installation partners to upgrade customers' homes.</p> <p>Due to the continued growth of the business, we are looking for a Sales Ledger Assistant to strengthen our team.</p> <p>Key responsibilities will include the oversight of the sales invoicing and credit control process across all areas of the business.</p> <p>Key requirements for the role include experience of the credit control process, as well as strong eye for detail and good communication skills.</p> <p>In return you will be part of a successful and friendly team based in newly refurbished offices close to central Sutton and be able to develop your role as we continue to grow.</p>
Accountabilities	<ul style="list-style-type: none"> • Raising sales invoices and sending them to clients. • Reconciling customer RFIs (Request for Invoice) with internal job information. • Resolving differences and queries between customer records and internal records, with the support of operational teams. • Updating operational systems with invoice details once invoices have been raised. • Updating accounting system and internal invoicing trackers. • Maintaining and updating accurate customer standing data. • Customer onboarding for new customers including credit checking. • Dealing with customer statements and queries. • Sending payment requests (separate process to invoices) for specific projects. • Credit control and management of aged debts. • Providing holiday / sickness cover for Finance team colleagues.
Dimensions of Role	The post holder will report to the Finance Manager and work alongside our friendly team of skilled Finance Assistants.
Desirable Skills and experience	<ul style="list-style-type: none"> • Experience of running credit control processes. • Experience with accounting software and proficiency in Excel, with an interest in developing this further. • Strong attention to detail and highly accurate when working with data. • Organised and structured approach to work with the ability to manage multiple tasks to deadlines. • Great communication skills and confidence to liaise with customers over the phone and by email, as well as co-ordination with internal colleagues in different teams. • Tenacious, with good problem-solving skills. <p>AgilityEco is an equal opportunities employer, we value diversity and individuality and welcome applicants from all backgrounds and communities.</p>

