

CAREER OPPORTUNITY

JOB TITLE:

Credit & Sales Ledger Controller

REPORTING TO:

Finance Manager



Background

Agilitas IT Solutions Ltd is the leading global innovator of customer driven IT channel services. Passionate about delivering first class IT services on behalf of our channel partners, we have been helping the major OEMs, IT resellers and managed service providers extend their service capability and improve service delivery levels to their customers for over 25 years.

We manage IT infrastructure across server, storage, networking and end user compute technologies and deliver complementing maintenance and professional services to channel partners across 60 countries and to over 15,000 locations throughout the UK, Europe and the rest of the world.

Job Purpose

Reporting into the Finance Manager, the main areas of responsibility are management of the Sales Ledger and Credit Control, as part of total team of four finance staff.

Main Duties & Responsibilities

Credit Control & Sales Ledger

- Chase debts and query resolution in timely manner
- Account reconciliation where required
- Obtain credit reports, assess, and open accounts for new customers within credit control guidelines
- Mid-month review of debtors with Finance Manager
- Daily interface of invoices and credits raised on ERP system into finance system
- Daily monitoring &/or input of e-commerce transactions e.g. IBM on WOI and HP and Computacenter on OB10
- Cover for Finance Assistant absence to check outgoing sales invoices for errors
- Month end procedures and Ledger Management
- Allocate cash receipts to invoices and credits on sales ledger accounts
- Post and allocate credit card receipts
- Review and develop reporting and procedures to ensure best practice

General

- Work with Finance Manager to develop and improve cashflow reporting and maximise cash position of company
- Agree and Meet Targets and Objectives
- Work with other departments to develop best practice and procedures to allow further growth of company

This list is not exhaustive and you may be required to undertake any other duties at reasonably required.

Essential Qualifications, Skills & Experience

- Credit Controller with > 2 years' experience in an SME environment
- Good IT skills, especially on Excel
- Ability to adapt and be flexible to changing demands
- Self-Motivated & Confident in your approach with ability to work on your own
- Good communication skills

Desirable Qualifications, Skills & Experience

- Experience and understanding of I.T. industry
- Familiar with Microsoft Dynamics Great Plains Financial Systems or similar

