Senior Sales Ledger Clerk – Social Care

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| Job Title | Senior Sales Ledger Clerk – Social Care |
| Job Type | Full Time  |
| Location | Nepicar House |

# Purpose

Assist with the management all aspects of revenue for our Social Care division. This includes the day-to-day support the Social Care Revenue team, ensuring accurate invoicing, cash collection, query resolution and credit control.

# Responsibilities will include but are not limited to

* In depth reconciliation of debtor accounts
* Collection of outstanding invoices
* Co-ordinate with sites and funders
* Ensuring Processes are up to date and followed correctly
* Ensure invoices are paid on time
* Collection of aged invoices as detailed in the aged debtors report
* Liaise with internal departments to ensure invoicing Is accurate and queries resolved promptly
* Raising of invoices and credit notes
* Build and maintain relationships with both internal and external stakeholders

# Experience

Experience of supporting and training a team

Experience in both billing and credit control

Flexible and able to deal promptly with queries and information requests

Good Excel Skills

Good level of reconciliation skills due to large volume of data

# Skills

Communication · Analysis· Persistence· Rapport Building· Attention to detail

# Qualities

Organised · Supportive· Integrity · Trust · Care · Empowerment · Respect· Adaptable