

Accounts Receivable Co-ordinator

Full-time, Permanent

Based at Group HQ, Kintore

Overview of Role:

To work as part of a fast-paced team, ensuring all invoicing requirements are met in an accurate and timely manner and in accordance with customer requirements.

Key Responsibilities:

- Refer to customer instructions/contracts to ensure individual customer requirements are met.
- Ensure all customer data is input into the billing system accurately and month end deadlines are met.
- Work closely with Operations department and customers to ensure all asset movements/queries are accurate and captured correctly in our operational system (C-SAM).
- Liaise with Sales team and customers ensuring billing information is accurate and adheres to client's requests.
- Compile and submit daily report to customer(s).
- Ensure invoices are accurate for first time matching and payment by customers.
- Raise manual invoices in AX.
- Advise AR Supervisor of any issues or queries preventing billing being carried out
- Provide support to UK AR Supervisor as required.
- Assist with Credit control on a monthly basis.
- Assist other areas of the Finance Department as and when required.

Skills & Experience:

- Previous experience of Sales invoicing preferred but not essential.
- Good IT skills including Excel essential.
- Ability to work within a fast-paced environment.
- Must have attention to detail and focus on accuracy
- Excellent written and oral communication skills.
- Well organised and able to ensure that deadlines are met.
- Ability to work autonomously and as part of a team
- Demonstrate a proactive approach to the role, and use initiative

Qualifications:

- HND / HNC in Accounts preferable