

Energy Industries Council Job Description

Job Title:	Sales Ledger Assistant	Business Location:	London
Job Grade:		Benefits Grade:	

Responsible to (Line):	Group Financial Controller	Responsible to (Function):	Finance
Responsible for (Line):		Function (if appropriate)	

Purpose / Role

- To support the Finance team in the proper running of the accounting department daily.
- To support other internal departments with the raising and paying of sales invoices.
- Support the Group Financial Controller with monthly reporting of the financials.

Key aims and objectives

- To manage the CRM database dealing with overseas exhibitions and trade delegations
- To manage the credit control for overseas events and trade delegations and assist with credit control for all other departments (except membership)
- Accurate recording of the sales ledger account in Sage.

Prime responsibilities and duties

- Working with our CRM system in:
 - Setting up of products and pricing relating to Exhibitions & Trade Delegations
 - Processing of exhibitor bookings
 - Expediting outstanding payments from exhibitors and trade delegates via email/telephone
- To assist in the monitoring, recording and reconciliation of all other trade debtors (except membership)
- To assist in the monitoring, recording and reconciliation of creditors
- To assist in the quarterly and annual year end routines in respect of all group companies
- Posting of cash received against debtor's ledger
- Monitoring and reconciliation of SagePay transactions
- Support with purchase ledger
- Bookkeeper/accounting for two EIC overseas entities
- Making one-off payments (GBP and other currencies) as required
- Month end and year end management accounts assistance

Allied occasional duties

- Ad hoc duties as required, e.g. support during the annual audit; Vat inspections; PAYE inspections etc..

Key internal interfaces

- Group Financial Controller
- Heads of Departments
- All staff regarding CRM
- Chief Financial Officer

Key external interfaces

- Banks
- CRM provider
- Suppliers

Core competencies

- Experience in using Microsoft Office
- SAGE Line 50 experience
- Proficient in excel
- Good analytical skills
- Ability to work to tight deadlines
- Effective communication skills

Issued (date):	Signed by Line Manager:	Functional concurrence: (if appropriate)	Signed by Employee: