

Sales Ledger Assistant / Office Assistant

About the Role

Our business is expanding at a rapid pace and an exciting and unique opportunity has opened in our Finance team, we are looking to enhance our team with a junior-level sales ledger/office assistant to join our fast-paced and close-knit team of 8. Responsibilities will be split across the Sales Ledger and Office Assistant function, as you will be embodying both roles.

Sales Ledger (80%)

- Raising invoices and credit notes for the varying services that the company delivers.
- Sales order processing through Customer Relationship Management system.
- Work with the Sales Admin department to get queries resolved.
- Accurate and timely completion of sales ledger month end tasks.
- Make recommendations for improvements to processes.
- Cover for other members of staff as and when required.
- Preparing BACS collections documentation.

Office Assistant (20%)

- Answering the main reception door and dealing with visitors appropriately.
- Monitoring of training delegate arrivals and co-ordinating with Trainers as necessary.
- Management of incoming and outgoing post.
- Check meeting rooms for tidiness and ensure drinks machines are functional and stocked.
- Monitoring the building maintenance email inbox and responding accordingly.
- Maintenance and ordering of office supplies, for example milk, stationery and refreshments.
- Prepare refreshments for Board Meetings.

About You

- This is an ideal role for someone who is looking to take the first steps in their career or returning to work after a career break.
- You will possess the ability to deliver a high level of customer service in both written and verbal communication.
- Sound knowledge of Microsoft Office – Excel, Outlook, Word, etc.
- Excellent communication skills with work colleagues, visitors, suppliers and clients - a polite manner is important.
- An organised and methodical approach, good planning/prioritising skills and time management.
- To use initiative and be adaptable to general office ad hoc requests.
- A study package is available if the candidate is looking to progress in Finance.