

An opportunity has arisen to work in a Leamington Spa charity as a Part-time sales ledger and credit control clerk (15 hours per week). The successful candidate will be based at one of our care Centres, Lillington House or Helen Ley, on the outskirts of Leamington Spa. The job requires a degree of autonomy due to the dual-site nature of the charity. The role is ideal for someone who has previously used Sage 50 but full training on the accounting package will be provided.

Ideally, you will:

- Have experience working in a sales ledger or credit control position
- Be an excellent communicator both over the phone and face-to-face
- Work in an accurate, organised and enthusiastic manner

In return, you will:

- Work in a rewarding, friendly and well established organisation
- Receive training and support to develop in the role

The role involves:

- Responsibility for gathering the information needed to raise and post all sales invoices for our Helen Ley site.
- Responsible for chasing any late payments
- Monitoring and chasing debtors, including issuing debtor reports as necessary
- Taking and dealing with any payments by cash, cheques and card machine
- Posting and reconciling the bank/petty cash
- Dealing with any queries from the residents/families
- As part of the team, deal with any queries from the auditors at year end
- Ad-hoc duties which may arise as part of the role