



Sales Ledger Administrator – West Midlands

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Monday – Friday 9:00am – 5:00pm
Department:	Transactional Team - Finance
Location:	LCP House, Pensnett Trading Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose

Reporting to the Transactional Services Manager, the Sales Ledger Administrator will assist in the smooth running of the Sales Ledger Department while maintaining a portfolio of properties and tenants.

Key Responsibilities

- Maintaining your own portfolio of properties, containing approximately 2200 live tenants.
- Processing of a variety of Tenant Notifications, amending tenant records ensuring the information is input accurately.
- Creating new property records, following the acquisition of new portfolios.
- Maintaining excel spreadsheets.
- To raise system generated invoices on a yearly, quarterly & monthly basis as well as manual ad hoc invoices daily.
- To check & process service charge budgets & reconciliations produced by the Property Accountants.
- To liaise with Solicitors within Head Office & London to produce completion statements, accuracy of information is required.
- Proactively liaise with Asset Managers, Financial Accountants, Property Accountants, Credit Controllers, and Cashiers to respond to tenant queries.
- Other ad hoc duties including refunds, insurance invoices, credit notes, bad debt write offs, and purchase ledger recharges.
- Monthly processing of utility recharges, car parking income, Sunday trading charges & reports.
- Reconciliation of tenant's accounts.
- Month end balancing of the Sales Ledger to the General Ledger.
- Continue to improve on reducing the volume of correspondence sent by Post.
- Ensure accuracy when inputting, the information is used within a number of key areas of the business, including the Quarterly Management Meeting attended by the Chairman.
- Deal with queries via E-mail & telephone.

Person Specification

- Excellent communication skills, with the ability to interact at all levels of the business and externally.
- Understanding of accounting procedures.
- Resilient, with the ability to meet tight deadlines and cope with multiple & varied tasks.
- Innovative, with a desire to identify improvements.
- Willingness to learn and demonstrate a flexible approach to working.
- Ideally have some Sales Ledger experience.
- IT literate with a good working knowledge of Microsoft Office packages including Excel.

Qualifications / Training

- GCSE or equivalent Grade C/4 or above Math and English.