

Sales Ledger & Credit Controller
Finance Department
Salary up to £27,000 per annum plus attractive benefits

An exciting opportunity has arisen for an experienced Credit Controller to join the Finance team at The Royal Academy of Arts. We are one of the UK's leading arts institutions, famous for our world class exhibitions including Van Gogh, Sensing Spaces and David Hockney.

In this vital, hands on role you will be solely responsible for the sales ledger of 4 companies including both our charitable and commercial trading arms. You will raise invoices and ensure the collection of a variety of debts, produce reports, reconcile debtor accounts and resolve internal and external queries and issues.

You should have experience of sales ledger processing and credit control along with sound knowledge and understanding of book keeping principles and Microsoft packages, specifically Excel (experience of SUN would be an advantage).

You will be extremely well organised and a strong administrator. Assertive, with a can do attitude, you must be confident in chasing late payments. You will have first class communication skills and be able to build strong and cooperative working relationships.

To apply for this job, please send your CV and cover letter to
recruitment@royalacademy.org.uk

Suitable candidates will be invited for interview within two weeks.

JOB DESCRIPTION

JOB: Sales Ledger & Credit Controller

DEPARTMENT: Finance Department

REPORTS TO: Head of Accounting Services

MAIN OBJECTIVES

- To manage the sales ledger for four Royal Academy of Arts' companies including the Academy's charitable and commercial trading arms.
- To ensure the timely collection of debts
- To provide relevant reports and summaries on a regular and as required basis

MAIN DUTIES

1. Ensure the prompt raising of invoices.
2. Ensure the timely collection of due debts. Contact customers via telephone, mail and e-mail to collect due debts and minimise overall total of due debts.
3. Maintain a clear record of all contacts and progress made with customers; ensure that promises of payment are promptly followed up.
4. Closely monitor and manage the aged debtor listings.
5. Record and code customer receipts to be passed to the Cash Office for banking and posting.
6. Attend monthly departmental debtor collection meetings, report on current situation and discuss specific and/or long-standing issues.
7. Transfer problematic debtors to the debt collection agency, as authorised and liaise with agency to monitor progress.
8. Raise and dispatch monthly statements to all outstanding debtors.
9. Raise and post sales invoices and credit notes to sales ledger on a timely basis, check authorisation and coding.
10. Answer and resolve internal and external sales ledger queries.
11. Ensure sales invoice and credit note filing is kept up-to-date.
12. Undertake regular reconciliations of debtor accounts.
13. Implement a sales ledger procedure manual.

14. Comply with all relevant Health & Safety policies, procedures and regulations and takes appropriate and reasonable care for the safety of colleagues and visitors to the Academy.
15. Undertake any other duty, which may reasonably be allocated by the Head of Accounting Services or other senior officer.

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE, SKILLS KNOWLEDGE AND PERSONAL QUALITIES

- Excellent understanding of book keeping and VAT principles, gained from working in a Finance Department.
- Experience of credit control, debt collection and sales ledger work.
- Strong computer skills, specifically EXCEL.
- Experience of SUN would be an advantage.
- Willingness to learn new systems.
- Well organised, with a methodical and accurate approach to work. Accustomed to meeting tight deadlines.
- Confident and assertive with strong negotiation skills to manage disputed accounts and secure payments in line with agreed terms of payment.
- First class interpersonal and communication skills to develop strong working relationships with internal staff and external third parties.
- Ability to identify problems and proactively use own initiative to solve issues.
- Flexible and adaptable approach to work.
- An interest in visual arts and a commitment to the work and objectives of the Royal Academy.