



At Slicker, our most valuable assets are our colleagues

Slicker Recycling Finance Department

Finance is the nerve centre of the business, keeping the money flowing. The 12 members of our finance team prepare and create financial accounts, keep and maintain financial records, prepare and plan internal financial information, analyse current financial performance and pay creditors and employees wages and salaries.

Sales Ledger / Credit Control Assistant

Working as a Sales Ledger Assistant, you will be an integral part of the Finance department working as part of a team of five. Responsible for raising invoices / credit notes and updating the ledger on a daily basis and assisting the credit controllers in the chasing of overdue debt. The key objective of this role is to reduce overall debt and maintain an acceptable level for the debtors.

Hours of work: 40 hours, Monday—Friday 8.30am—5.00pm

Holiday: 20 days holiday plus statutory bank holidays, increasing with length of service

Benefits: Contributory pension scheme and death in service

Main Responsibilities

- Create new accounts inline with the company process
- Raising Invoices/Credit notes and updating the ledger on a daily basis
- Dealing with multi-invoices for large clients across multiple divisions
- Generate and distribute sales invoices, including bank upload and inputting on customer portals
- Processing credit card payments
- Pursuing overdue debts by telephone and letter
- Prompt resolution of queries received via letter, telephone, fax and email
- Create and maintain good working relationships with internal and external customers
- Preparation of necessary documentation for credit note authorisation
- Issuing of subsequent credit notes
- Prompt emailing of monthly statements
- Maintenance of pricing information
- Ad-hoc work/projects as requested by management

Key Skills Required

Candidates are expected to demonstrate logical thinking and problem solving abilities, in order to deal with the various issues that may be encountered when chasing payment from Customers. Successful candidates will have the following key skills:

Essential

- Excellent written and verbal communication skills, with the ability to communicate clearly with Slicker colleagues throughout the group and throughout Slicker's customer organisations
- Strong academics with A-C grades in core subjects at GCSE level
- Demonstrable knowledge of Sales Ledger and Credit Control processes and procedures
- Have a professional attitude at all times
- Computer literate with good working knowledge of the Microsoft Office package, in particular Excel
- Pro-active team player with the ability to work unsupervised using an organised and methodical approach to meet deadlines and KPI's and solve problems

Desirable

- Experience of a large volume account ledger
- CICM Qualified or working towards CICM Qualifications
- Financially aware and able to manipulate financial information
- Knowledge of Sage Accounts packages such Line 50 or similar
- Have a flexible approach and willingness to work outside normal hours if required to ensure the need of the business are met