

Job Description

EMPLOYEE NAME:
WRITTEN BY:

DATE PREPARED: June 2023
APPROVED BY: Natalie McGreavy

Company	KWC DVS Ltd
Location	Paignton, Devon, UK
Job Title	Finance Assistant
Department	Finance
Reports to	Finance Leader
Number of Direct Reports	0
Purpose	Assist with the management of the Accounts Receivable function with a key focus on credit control and debt collection. Also play a crucial role in the implementation of new processes, helping to improve efficiency within the finance department and streamline operations.
Nature and Scope	<ul style="list-style-type: none">• Allocate customer bank or card payments• Reconciling customer accounts and send monthly statements• Monitoring Debtors Aging and preparing a weekly 'Aged Debtors list'• Keeping debt collection process up to date• Ensuring timely payment of debts in line with payment terms and collecting overdue debt• Effectively and efficiently resolving customer queries, escalating complex queries as required• Accurately recording any invoice disputes relating to outstanding debt• Reducing debtor days• Liaising with sales departments where necessary to resolve queries• Unblock sales order after credit checking• Block customer account if necessary• Performing customer credit checks, complying with Group Debtors Insurance Policy and maintaining customer credit limits• Any additional ad-hoc duties as required to support the wider Finance function, such as purchases ledger• Participating in any Finance project work when required <p>General</p> <ul style="list-style-type: none">• Provide support to the Finance Manager where required including purchase ledger and payroll administration.• Assist with the annual Audit of Accounts and preparing documents.

	<ul style="list-style-type: none">• Data cleansing and record keeping in line with company data protection policy.
Key accountabilities	Maintain communication & flexibility. Confident to make phone call to chase debtors. Conformance to company terms and conditions.
Authority and decision making	Following company policy and procedures.
Required skills and qualifications	<ul style="list-style-type: none">• Previous experience in a Credit Control role• Excellent communication and organizational skills. Confident to make phone call to debtors• Strong team player• IT literate: Internet Explorer and Microsoft Office. Training will be provided for SAP software• Accuracy and attention to detail• Solid level of Education, ideally AAT qualified / Part-qualified