

Sales Ledger Assistant

Ref: ING257

Location: Oxford OX4 2HU

Position Type: Full Time

We have a tremendous opportunity to be part of a growing and ambitious company as a Sales Ledger Assistant who will be responsible for overseeing the day to day running of the sales ledger function.

The role requires relationships to be built in all divisions, across all legal entities in all countries, requires the ability to work up and down the chain of command. External contacts with bank, customers, auditors and other professional advisers as required.

Key tasks include:

- raise sales invoices and input to Great Plains
- credit control
- ensure revenue is allocated correctly on the system
- cash receipts forecasting
- resolving sales ledger customer/audit queries
- trade debtors balance sheet reconciliation with comments
- updating sales forecast for billing, cash and revenue recognition
- deferred and accrued revenue reconciliations
- creation of monthly aged debtor reports with comments for project managers
- expense travel recharges – reports, invoicing
- contract database maintenance
- increase letters issue
- assist as required in general office admin i.e. answering phones, post etc.

We are looking for someone with strong organizational skills and a good eye for detail. Self-motivated, calm under pressure, you will be able to structure your workload and prioritize to ensure that deadlines are being met.

The successful candidate will have proven experience of sales ledger maintenance, reconciliations and cash receipts management along with relevant experience within a finance department: processing invoices, credit control, sales ledger reconciliations.

You will need good Word and Excel skills (pivot tables, lookups, basic macros). Knowledge of Great Plains accounting software is highly desirable.

If you are interested in this exciting role please forward your CV to recruitment@ingenta.com quoting **job reference ING257**.

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