



STRIVING
FOR
EXCELLENCE

DUTY STATEMENT

Finance Officer – Accounts Receivable

Reports to: Business Manager

DESCRIPTION PURPOSE

Role Responsibilities

Accounts Receivable

- Prepare, process, and manage the full end-to-end accounts receivable function, including
 - generating and distributing invoices
 - receipting payments
 - following up on customer enquiries
 - producing reconciliations
 - processing and managing the full credit control function
- Maintain and keep current the accounts receivable database
- Keep constant and open communication with customers
- Maintain an empathetic but strong control of debtors, including the processing and managing of the credit control policy and procedures
- Process and receipt all payments, including direct debits, BPay and other forms of payment
- Produce regular reports for management
- Arrange regular credit control meetings

Other Accounting Duties

- Daily bank reconciliation
- Monthly credit card reconciliations
- Petty cash disbursements and reconciliations
- Control account reconciliations
- General ledger journals
- Support the external audit process
- Support the review and continuous improvement of financial policies and procedures
- Ad hoc tasks and projects as directed by the Business Manager

Required Skills & Experience

- Proven experience in the end-to-end accounts receivable cycle, and other administrative duties
- Excellent communication and interpersonal skills, both oral and written
- The ability to take initiative and to work independently
- High level attention to detail, analytical skills, and excellent organisational skills
- Proficient in the use of MS Office applications and accounting software
- Advanced Excel skills
- Ability to work effectively within a team
- Commitment to a high standard of work, and actively seek to continually improve work processes and outcomes