

Job Title: Cashier and Sales Ledger

Department: Finance

Reports to: Head of Finance

Job Summary:

To manage the cash office and cash collection and reconciliation processes.

To manage the Sales Ledger, Group Sales and Trade Sales process, receive payments and chase unpaid invoices.

Responsibilities and Main Duties:

Cash Office:

- Issue till floats staff and provide any additional operational change as required.
- Count and record the previous days takings and investigate any differences.
- Prepare till floats for the following day.
- Count and record the cash in the cash office safes and investigate any differences.
- Produce the required cash reports and post the required journals into Xero.
- Prepare the weekly G4S cash collections and prepare the change orders for delivery.
- Reconcile the gift vouchers, scan cashing up sheets and file receipts, and perform any other cash office admin as necessary.

Sales Ledger:

- Raise trade sales invoices, group sales invoices, exclusive pod hire invoices and any third party invoices as required. Receive payments, chase outstanding payments and reconcile and resolve differences.
- Reconcile all sales control accounts on the balance sheet and investigate differences.
- Reconcile the income bank account and investigate differences.
- Perform all other month end tasks as required.
- Any other duties required, as directed by your line manager, and within your capabilities for this job.

Qualifications and Skills:

- Education level: Accounting related qualifications are not necessary but will be an advantage.
- Experience: Cash handling skills imperative.
- Specific skills: Numeracy skills required. Must have the ability to work to tight deadlines.
- Certifications: Preferable, AAT or CIMA/ACCA studier or part qualified.
- Personal characteristics: The ability to work under pressure and to deadlines will be an advantage. A pleasant demeanor and positive mental attitude desirable.

Other:

This is a part time role of 24 hours per week spread over four or five days and to include weekends, if required.