

# Finance Assistant (Sales)

## Role Profile

### Purpose

Reporting to the Transactional Finance Lead, this role ensures the accurate and timely management of the sales ledger, customer invoicing and credit control while maintaining strong relationships with both internal and external stakeholders.

The role involves generating and processing customer invoices, ensuring proper authorisation in accordance with the organisation's policies, and proactively resolving discrepancies.

The position requires a high degree of professionalism, attention to detail, and the ability to manage multiple tasks in a dynamic environment, ensuring the sales ledger process runs smoothly and effectively supports the organisations financial integrity.

### Duties & Responsibilities

- Maintain comprehensive records of all invoicing activities along with necessary supporting documentation required to accurately prepare and validate invoices, ensuring transparency and compliance with internal processes.
- Where appropriate ensure that payment details are communicated promptly to clients and customers, including sending official letters and payment schedules, in accordance with internal guidelines.
- Promptly generate and submit sales invoices using Access Dimensions, with the correct rates applied, and correct account coding, ensuring accurate invoices are issued.
- Raise credit notes when necessary, ensuring proper backup documentation and obtaining required approvals to maintain accurate financial records and clear any discrepancies.
- Foster strong, collaborative relationships with operational colleagues, ensuring that high standards of service and communication are upheld, both internally and in dealings with external stakeholders.
- Monitor and manage aged debtors, proactively addressing overdue accounts and escalating matters when necessary to ensure timely payments and minimise financial risk.
- Send monthly statements to private debtors and HSCPs, addressing any concerns by working closely with operational managers and Branch Leaders to resolve outstanding issues efficiently.
- Review unallocated cash transactions to verify the accuracy of invoicing or resolve any errors in receipt postings, promptly conducting necessary transfers to maintain accurate financial records.
- Utilise existing Credit Control procedures to generate formal letters and follow-up communications to ensure consistent and professional engagement with debtors regarding overdue payments.
- Regularly review credit balances, analyse their causes, and take corrective actions, including issuing refunds where applicable, to maintain accurate financial records.
- Demonstrate flexibility and adaptability by willingly taking on additional responsibilities as needed, responding to changes in organisational needs or evolving processes, and ensuring that the sales ledger function continues to run smoothly, regardless of internal adjustments or workload fluctuations.

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- Proactively identify opportunities to enhance sales ledger processes and workflows, consistently seeking ways to streamline operations, improve efficiency, and bolster accuracy, while suggesting innovative solutions that can drive continuous improvement and contribute to the department's success.

### Outcomes & Approach

- Ensure all sales invoices are accurately processed and approved in line with Cornerstone's policies, prior to issuing.
- Build and maintain positive relationships with internal stakeholders, addressing any invoice queries or issues promptly to ensure smooth operations of the sales ledger function.
- Ensure all sales ledger processes and procedures are followed correctly, in compliance with organisational policies.
- Assist in providing accurate data for month-end and year-end reporting, ensuring financial records are accurate.
- Approach all tasks with a high level of attention to detail, ensuring all invoices and payments are accurately recorded and processed.
- Be flexible and adaptable, willing to take on additional tasks as needed and responding to changes in organisation needs or processes.
- Look for opportunities to improve processes and workflows within the sales ledger function, suggesting ways to increase efficiency and accuracy.

### Ways of Working

- To promote Cornerstone's aim and objectives continually through working practice.
- To carry out any other duties deemed compatible with the status of the post.



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### Person Specification

No.	1. Qualifications *	Requirement	Measured Via
1.1	Highers or equivalent in a relevant subject (e.g., Business, Finance, Accounting)	Essential	Application
1.2	Working towards an accountancy related qualification.	Desirable	Application
	<b>Skills, Abilities &amp; Competencies</b>		
2.1	Proven ability to consistently meet deadlines under pressure.	Essential	Application/Interview
2.2	Highly numerate, with strong attention to detail, consistently delivering accurate, reliable, and timely outputs.	Essential	Application/Interview
2.3	Ability to communicate effectively, both verbally and in writing.	Essential	Application/Interview
2.4	Capable of prioritising tasks, while maintaining a high standard of quality.	Essential	Application/Interview
2.5	Ability to work independently while also being a collaborative team player.	Essential	Application/Interview
2.6	Proficient in Microsoft Office packages, including Excel, Word and PowerPoint, with the ability to manage data, create reports, and present information clearly and effectively.	Essential	Application/Interview
	<b>3. Experience</b>		
3.1	Experience in maintaining professional relationships and addressing concerns or issues in an accountancy or other capacity.	Essential	Application/Interview
3.2	Demonstrated ability to communicate clearly, particularly in a professional setting.	Essential	Application/Interview
3.3	Experience in managing multiple tasks simultaneously, whether through previous work or academic projects, while meeting deadlines and maintaining accuracy.	Essential	Application/Interview
3.4	Any exposure to fundamental accounting principles or hands on experience is valuable, but not essential.	Desirable	Application/Interview
	<b>Values</b>		
4.1	Actively contribute to the development of team dynamics that will result in high performance and productivity.	Essential	Interview
4.2	Be welcoming and accessible to colleagues and take time to hear, see and recognise their contribution and points of view.	Essential	Interview
4.3	Have a positive attitude, be enthusiastic about working in an empowered culture and always seek to solve problems and remove obstacles.	Essential	Interview
4.4	Ensure Cornerstone's Values are embedded and reflected in everything you and your team does.	Essential	Interview
4.5	Create an environment where creativity and excellence thrive.	Essential	Interview
4.6	Seek out opportunities for personal and professional development for you.	Essential	Interview



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\*At Cornerstone we are keen to attract employees whose own values and approach to work complement our purpose, vision, and values. Qualifications, experience, and competencies can predict and impact on your potential performance, however values and approach are essential.