

Sales Ledger Assistant

Job Description

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| Job Title | Sales Ledger Assistant |
| Location – Office/Country | London Support Office |
| Reporting to (Role) | Sales Ledger Controller |

Marie Stopes International is one of the largest providers of subsidised safe abortion, contraception and family planning services across 37 of the world's poorest countries. Our mission - 'children by choice, not chance' - is intended to help women and men with unmet need, to access those services, and ensure that each and every birth is wanted.

About Us

Marie Stopes UK is a reproductive health charity, best known for its abortion services which help 70,000 women a year. Our network of welcoming clinics, together with a 24 hour confidential helpline, provide high quality, safe, accessible and compassionate advice, care and support for the women and men who use our services. 95% of our services are commissioned by the NHS.

Our strategy is to be the charity of choice for the women and men who turn to us for help. We are looking for people who share our drive to provide the best quality care to everyone who needs our services to join our committed teams. We are proud to be champions for reproductive choice, and we work hard every day to make a reality of women's rights to decide whether and when to have children.

The Role

To provide accurate and timely reporting of financial activity, production and distribution of sales invoices and the collation of information for the production of monthly reports.

The post holder will be able to work under pressure to tight deadlines.

Key Responsibilities

Income / Invoices Management

- **Daily Income Summaries (DIS)**
(Verifying and recording income details received from the centres and posting income from DIS from all the centres on monthly basis)
- **Receipts (cash/cheques/credit cards)**
(Posting receipts from excel daily income summaries into Sun Systems on weekly basis)Daily Income Summaries (DIS)
- **Banking. Posting & Reconciliation of Debtor Ledger Receipts**
(Daily posting and reconciliation of debtors receipts via cheques and BACS, banking of donations and other cheques/cash)
- **Checking & Posting Centralised Invoicing**
(Verify the invoices produced by centralised invoicing team and post these into the finance system into correct nominal codes. Resolve any differences that may arise)
- **Producing and Posting CCG & Ad hoc invoices**
(Producing all periodic invoices as per the contracts and any ad hoc invoices. Posting these invoices in the

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- finance system including scanned images)
- **Interpreting Invoices (CCG)**
Collate Interpreting Information on excel spread sheet using the booking system to add the GP details production of the interpreting invoices on a monthly basis to the CCG's
- **Posting Interpreting invoices**
(Posting all monthly interpreting invoices after reconciliation with Purchase Ledger invoices)
- **VAT Reconciliation for Sales Invoicing**
(Applying the correct VAT analysis codes while posting Invoices and reconciling that net to gross are balancing on monthly basis)

Credit Control

- Sending statements and reminders for debtors
- Routine updating of credit control details on the debtors ledger note system
- Chasing debtors and recover the debts
- Prepare monthly Aged debtors report highlighting and commenting on all overdue and significant debts.
- **Debtor Statement Reconciliation**
(Resolve any queries with the debtor for any differences in invoicing)
- **Debtor Suspense Account Reconciliation**

Petty Cash Management

- **Petty Cash for UK clinics** - Monthly checking & posting of the petty cash journals into the finance system, uploading the scanned receipts and paperwork

Skills and Experience

Qualifications & Performance Indicators:

- Ability to produce consistently accurate work to agreed deadlines
- Ability to work within a team environment
- Demonstrate initiative and self-motivation

Experience:

- Ideally atleast two years' experience of computerised Debtors Ledger –

Skills:

- Experienced in use of Microsoft Word – Essential
- Experienced in use of Microsoft Excel – Essential
- Excellent communication skills & telephone manner – Essential
- Experienced in the use of accounting software packages – Essential

Attitude / Motivation:

- pro-choice
- ability to effectively communicate and motivate
- ability to prioritise workload

MSI Behaviours and Values

Team Member Behaviours

Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

Show courage, authenticity and integrity

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate
- You are courageous in challenging others and taking appropriate managed risks.

Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective
- You manage your career development including keeping your knowledge and skills up to date.

Deliver excellence, always

- You strive to consistently meet and exceed expectations, putting clients at the Registered of everything, and implement smarter, more efficient ways of performing your role
- You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.

Leadership (For Leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team
- You articulate a vision of the future which inspires and excites others.

MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance
- **Client Registered:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long term sustainability and increased impact
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.