JOB DESCRIPTION

Job Title and Code: Sales Ledger Clerk

Reporting to: Sales Ledger Assistant Manager

MAIN PURPOSE

Ensuring fee and resident information in the income processing database is accurate and input in a timely manner. The posting and allocating of cash payments and the monitoring and recovery of debtor balances.

KEY RESPONSIBILITES

SERVICE PERFORMANCE

* Posting and allocating of cash payments on to both individual and bulk Sales Ledger accounts.
* Processing and collating of regular invoice batch runs via the internal Income Processing database.
* Monitoring and recovery of debtor balances via Private and Local Authority residents for accounts up to 30 days past due.
* Maintaining resident records and financial details.
* Full reconciliation of cash and home revenue variances as at each period end.
* Maintaining Sales Ledger filing.
* Dealing with Care Home, resident and relatives queries efficiently and promptly. Diarising communications.
* Various other ad hoc duties as required to assist colleagues in the support of all financial dealings with internal and external stakeholders, i.e. banks, auditors, shareholders, care home staff.
* Ensure that all information of a confidential nature gained in the course of work is not divulged to third parties.

SERVICES

* To understand the nature and ethos of the company's delivery of care services in both its business and care aspects, and to align the development and operation of all the functions of Finance accordingly.
* Wherever possible support front line managers and staff to achieve best practice in the delivery of care to the residents of Homes.

COLLEAGUES

* Support the managers in charge of the financial processing functions.
* Communicate and work effectively with all departments in the Company.
* Understand, and ensure the implementation of, the Company’s Health and Safety policy, and Emergency and Fire procedures.
* Promote safe working practice within your work location.
* Ensure the security of your work location is maintained at all times.
* Adhere to all Company policies and procedures within the defined timescales.
* Participate fully in the Company’s Staff Appraisal reviews.
* Maintain effective communication and support to the whole business and Colleagues.
* Maintain and improve professional knowledge and competence.