

Administrator

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Company: Logic 360 Group

Location: United Kingdom

Category: other-general

The role will encompass financial administration duties including dealing with invoice queries and progressing overdue invoices for Fastech. It will involve account set ups, placing manual orders, assisting with stock control and assisting the Account Manager with other ad hoc duties.

Duties of the role include:

- Dealing with internal queries about payments

- Ensuring that customers pay correctly and on time

- Ensuring that debts are paid in a timely manner

- Meeting cash and debtor day targets set by the Company

- Chasing overdue invoices by telephone, email and letter, within agreed timescales

- Maintaining accurate records of all chasing activity

- Regularly making contact with customers to ensure all relevant debts are managed as necessary

- Providing accurate advice on billing queries – referring to relevant departments

- Responding promptly and effectively to both customer and internal enquiries

Sending out monthly client statements/letters, as may be agreed from time to time

Ordering stock.

Required Skills and Experience

Working knowledge of Credit Control procedure and practice, as recommended by the CICM is desirable, but not essential.

Basic knowledge of book-keeping, accounting procedure and applicable law

Proven organisational and prioritising skills, with the ability to work under pressure and to strict deadlines

The ability to work both independently and as part of a team

Excellent written and verbal communication skills

Good attention to detail

Good level of literacy and numeracy

This is a permanent, full-time role. Working pattern is 36 hours over 4 days, between Monday to Friday.

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