

JOB DESCRIPTION

JOB TITLE: Finance Assistant – Sales Invoicing and Credit Control (Hotel and Club) – Part Time (25 hours)

DEPARTMENT: Venues Finance

REPORTS TO: Hotel Financial Controller

MAIN PURPOSE OF JOB

To work closely with the Venues Financial Controllers to deliver the Sales Invoicing and Credit Control functions for the Hotel and Club. The responsibilities include:

- Production of accurate, timely and presentable invoices for sales team sign off ensuring supporting documentation received for all charges;
- Carry out credit checks on new customers;
- Pro-active Credit Control for the Hotel and Club;
- Comprehensive debtor management including assessment of risk and opportunities to improve company cash flow;
- Work closely with the Hotel Financial Controller, Venues Finance Assistant and relevant departments within the Hotel in order to ensure processes and controls within the businesses are adhered.

DUTIES

Sales Invoicing

- Overall responsibility for all sales ledger billing for the Hotel and Club businesses and provide cover for the House as required.
 - Set up admin accounts within the relevant billing systems for all events.
 - Posting of fixed charges from event function sheets to the billing systems.
 - Check to ensure all deposits received are correctly accounted and allocated on the billing systems.
 - Ensure that billing instructions are clear and strictly adhered to, including working with Front Desk to ensure that pay on departure instructions are highlighted and followed.
 - Working with the Venues Financial Controllers, instil that payment should be taken on departure where credit not approved, liaising with the relevant departments to ensure that this is done.
 - Produce accurate and presentable invoices ensuring supporting documentation received for all charges.
 - Ensure sales team sign off for all invoices prior to sending and that all manual files include the necessary supporting documentation.
 - Ensure invoices are issued promptly within company guidelines.
 - Have a broad understanding of the VAT treatment of invoicing.
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- Open credit signing accounts provided they meet the company standard and that recognised checks have been exercised.
- Develop and maintain strong working relations with the sales and operations departments.

Sales Ledger

- The maintenance of the Sales and Guest Ledgers on protel.
- Developing appropriate systems and checks (in conjunction with the Hotel Financial Controller) to ensure that information on the ledgers are accurate.
- Issuing of monthly customer statements.
- Resolving queries and liaising with relevant departments and customers.
- Monthly reconciliation of sales ledger control accounts from protel to GP.

Credit Control

- Work with the Venues Financial Controllers to ensure that departments are conducting suitable credit checks on new customers.
- Responsible for the timely provision of aged debt reports to Business managers.
- Ownership of chasing debts on a daily basis in line within company standards.
- Active communication of aged debt risks with the Venues Financial Controllers and working with the Divisional Financial Controllers to identify potential risks.
- Liaise with Hotel managers on debtor management.
- Responsible for full debtor management process, including liaising with legal providers to enact debt recovery measures.

General

- Work as part of a high quality Sales Ledger team to ensure that departmental service delivery is maintained during holiday or periods of illness.
 - Carry out any duties as may be reasonably expected by the Group Financial Controller or Hotel Financial Controller, within the scope and responsibilities of this role.
 - Develop a broad understanding of the Hotel budgets so as to be able to identify potential Sales Ledger issues.
 - Work actively to assist Hotel Departmental Managers with invoicing issues and ensure invoicing knowledge is current.
 - Ad hoc queries and Nominal Ledger analysis.
 - Identify training requirements and agree training schedule with the Group Financial Controller.
 - Keeping the work space tidy and safe.
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