

JOB DESCRIPTION – ACCOUNTS RECEIVABLE ADMINISTRATOR

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| Job title | Accounts Receivable Administrator |
| Service/Department | Financial Control Team |
| Sector/Function | Finance |
| Reports to (Job title) | Accounts Receivable Manager |
| Grade | 3 |
| Job purpose | To ensure all transactions are processed accurately, promptly and in accordance with agreed policies. To perform effective credit control and management of bad debt. To respond to queries accurately and efficiently and develop effective relationships with internal and external customers. |
| Key accountabilities | <ul style="list-style-type: none"> • Sales Ledger and Credit Control: <ul style="list-style-type: none"> a) Validate and process all sales documents in line with monthly deadlines and in accordance with Turning Point policies, procedures and authorisation limits. b) Process receipts according to prescribed deadlines and allocation procedures. c) Identify queries on debtor accounts, resolving any issues. d) Responsible for the collection of any outstanding debt and recording narrative history. e) Calculate and communicate any potential bad debt provisions. f) Escalate any bad debt risks to Ledger Accounting Manager and relevant Finance Business Partner. • Data Management and Integrity: <ul style="list-style-type: none"> a) Ensure accuracy and validity of Sales Ledger master data. b) Ensure accuracy and validity of Sales Ledger transactional data. c) Maintain robust document management records as per the appropriate governance policies. • Income – Accrued and Deferred: Identify and record the list of potential income accruals and deferred income transactions for validation by the Finance Business Partners. • Tax and VAT: Ensure Sales Ledger transactions are processed in accordance with relevant VAT legislation. • Variance Analysis: <ul style="list-style-type: none"> a) Perform detailed variance analysis enquiry for income accounts. b) Undertake investigation to gain understanding of income variances. c) Communicate findings and escalate any risks or opportunities to the Commercial Finance Team. • Cash Management, Treasury Management and Cashflow Forecasting: Provide accurate receipt analysis for use in Cashflow forecasting. • Policies and Procedures: Maintain up to date Accounts Receivable policies and procedures. |

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| | <ul style="list-style-type: none"> • Relationship Management and Communication: Maintain strong communication channels and good relationships with both internal and external contacts. • Risk and Internal Control: Investigate and resolve any areas of risk or non compliance within Accounts Receivable processes and procedures. Escalate if appropriate. • Financial Reporting: Distribution of debtor statements and invoices. |
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| Dimensions | No. of direct reports | 0 |
| | Total staff overseen | 0 |
| | Internal contacts | Service Managers, Regional Managers, Finance Team |
| | External contacts | Commissioners and any other TP customers |
| | Planning timescales | Annual |
| | Nature of problems solved | Invoice and payment query resolution, credit control, risk, compliance, aged debt |
| | Financial authority limits | TBC |