

## Job Description

### Accounts Administrator

<b>Site</b>	<b>Northampton</b>
<b>Salary Band</b>	<b>£27,000 – 32,000 depending on experience.</b>
<b>Hours</b>	<b>Full Time - 40 hours per week</b>
<b>Line Contact</b>	<b>Financial Controller</b>

## INTRODUCTION

Stertil UK Ltd is part of the Stertil Group, a worldwide operating company, specialising in developing, producing and marketing loading bay and garage equipment. With many years of experience we are able to guarantee optimum product quality and an excellent supervision of installation projects.

Based on our strengths of quality products, expert project management and excellent after sales service, Stertil Group have obtained a leading position in the market place.

## MAIN PURPOSE

The main purpose of this role as part of the finance team to achieve the finance goals and targets set by the business. The person will need to be an excellent communicator, well organised and able to review / implement written procedures which will ensure that company targets are achieved. The role requires strict attention to detail to ensure that the correct invoices and information is provided to the customer. Colleagues are actively encouraged to suggest improvements in current working processes and are required to be flexible in their approach to meeting the departments ever changing requirements as a result of constant process development.

## RESPONSIBILITIES

- Manage and maintain customer portals, ensuring portals are updated daily with new invoices and chasing through with any queries.
- Setting up and maintaining accurate details on customer/supplier accounts.
- Post cash receipts from customers.
- Issuing customer invoices daily.
- Leasing with internal departments to ensure customer has all documentation required.
- Good organisation and communication skills.
- Work jointly with credit controller to ensure customer queries are followed up.
- Act as cover for credit controller during holidays/sickness, and/or assist during busy periods.
- Act as cover for Purchase Ledger Assistant during holidays/sickness, and/or assist during busy periods.

## REQUIREMENTS

- Sales ledger administration experience.
- Ability to investigate queries effectively and efficiently with both the customer and the internal departments raising the invoices.

## SKILLS AND APPROACH

- Problem solving abilities and a can-do attitude
- Ability to show initiative and good judgement.

Stertil House  
Unit A, Brackmills Business Park  
Caswell Road  
Northampton  
NN4 7PW



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- The ability to work under pressure and to tight deadlines.
- A flexible approach to work requirements.

## BENEFITS

- 20 days holiday (rising to 25 with length of service) plus 8 statutory days.
- Opportunity to grow within a fast-moving environment.
- Company pension scheme.
- Access to discounts to over 800 online and high street retailers.