Post Title	**Sales Ledger / Accounts Assistant**
Department	Finance
Responsible to	Finance Manager
Location	Arbroath
Hours	15 hours per week, 3 hours per day preferred

Job Purpose

Responsible for processing accounting data with specific responsibility for sales ledger, Intrastat reports and credit control

Main Tasks

- Prepare and process all sales invoices including carriage invoices
- Match all cash receipts to invoices and process to account
- Prepare and issue monthly statements to customers
- Ensure credit control is kept up to date so that the Company's invoices are paid on time
- Prepare and submit all Intrastat and EC Sales Lists when due
- Completion and submission of ad-hoc financial returns and statistical returns as required
- Run costs reports for sales invoices
- Input weekly timesheet data
- General office filing and any other ad-hoc duties when required

Skills and Experience

- Previous experience of sales invoicing in a manufacturing environment
- Ideally knowledge and experience of exports sales - Intrastat and EC Sales Lists
- Experience of Microsoft Office packages, particularly MS Word and Excel
- Able to organise your own work when required
- Good communication skills
- Ability to work on your own initiative
- High standards and attention to detail.

You will be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the nature of the duties and responsibilities of a post occurs consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.