

Job Description

Job title: Sales Ledger and Benefits Administrator

Accountable to: Head of Finance

Accountable for: The post holder has no direct responsibility for other staff or budgets

Job Purpose

To administer the Sales Ledger and ensure that Freeway's invoices for are raised and settled in accordance with appropriate timescales and within relevant payment terms.

To assist with the administration of benefits on behalf of the appointee.

Key Responsibilities and Objectives

1. *Sales Ledger*

- 1.1 Maintain an agreed set of customer accounts on the sales ledger.
- 1.2 Manage the invoicing ledger in relation to these customers and ensure it is updated for any changes in service user agreements or other changes.
- 1.3 Raise regular and/or one off invoices on a monthly basis, including coding and posting to the sales ledger.
- 1.4 To carry out month-end sales ledger processes and ensure that month-end reports are produced, authorised and filed.
- 1.5 Reconcile customer accounts on a monthly basis, matching off payments received and chasing any outstanding payments to ensure all accounts are settled within our terms.
- 1.6 Dealing with customer queries.
- 1.7 Prepare reports, as required, for the Head of Finance and/or Finance Director.
- 1.8 To work alongside the other sales ledger administrator and be able to provide cover as and when required.
- 1.9 To ensure all service user and local authority filing is done in a timely and accurate manner.

2. *Benefits Administration and Service User Finances*

- 2.1 To support the other sales ledger administrator as a point of contact for queries in relation to service user benefits, including the maintenance of existing claims.
- 2.2 To help monitor service user bank balances and ensure that the benefits agencies are informed, if appropriate, if balances exceed the maximum thresholds.

- 2.3 To ensure that the appropriate forms are received from service managers for new service users, transfers between houses and service users leaving and that the forms are completed correctly.
- 2.4 To ensure that filing is up-to-date and files are correctly maintained for service users.
- 2.5 To assist as required in the payment of personal allowances.
- 2.6 To maintain monthly the database for benefits and service user contributions to fees.

3. *Other Duties*

- 3.1 To perform financial monitoring visits to Freeways services and report the findings to senior management.
- 3.2 To provide cover for collecting and preparing the fortnightly petty and residents cash order to be issued to the services.

Additional Responsibilities

To carry out such other duties as requested which are commensurate with a post of this nature.

Health and safety responsibilities:

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and others at work
- To co-operate with Freeways and Freeways Trust as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for health and safety or welfare at work.

Equal opportunities:

Freeways is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Post holders may be asked to undertake any task commensurate with their pay grade.

All job descriptions will be subject to review as appropriate and may be altered in line with the requirements of the post. Any proposed changes will be discussed with the post holder prior to change.

Person Specification – Sales Ledger and Benefits Administrator

Shortlisting will be based on the criteria listed below, which are derived from the Job Description. Applicants should therefore explain in their application how they think they meet each criterion using relevant examples from previous work experience and community/voluntary/leisure activities, as appropriate.

Requirement	Essential	Desirable	Assessment
Knowledge /Qualifications			
Good general level of education, especially Maths and English	E		Application
Experience			
At least two years experience working in a similar role within a finance team		D	Application / Interview
Knowledge of benefits system		D	Application / Interview
Skills and Abilities			
Good keyboard skills – speed and accuracy	E		Application / Interview
Competent user of Microsoft Office products	E		Application / Interview
Basic bookkeeping knowledge	E		Application / Interview
Working knowledge of a financial accounting package (preferably OpenAccounts)	E		Application / Interview
Proactive approach	E		Interview
Ability to manage own workload	E		Interview
Other			
Willingness to work as part of a team	E		Application / Interview