

Role Details	
Role Title:	Sales Ledger Lead
Department:	Finance
Reports to:	Senior Management Accountant
Direct reports:	N/A
Salary	£30,000
<p>Vision and Mission</p> <p>Vision</p> <p>Workplace and facilities management transforms organisations and enhances experience. As the pioneering professional body, our vision is one where every workplace delivers.</p> <p>Mission</p> <p>We empower and enable workplace and facilities professionals to expand their potential and have rewarding, impactful careers. We are a business enabler. Together we optimise the profession's impact.</p> <p>The company has a strong culture based on our values</p> <ul style="list-style-type: none"> • Confident and Bold • Human and Inspiring • Knowledgeable and InSync • Active and Energetic <p>Social Value</p> <p>We are a Disability Confident employer, Investor in People accredited, Living Wage employer. We offer charity days along with paid for social events and make efforts to reduce our impact on the planet.</p> <p>Why IWFM?</p> <p>IWFM proudly champions the changing demographic of the workplace. After decades of working incredibly hard in the background to ensure buildings worked well (and safely), this critical profession must now take centre stage to ensure:</p> <ul style="list-style-type: none"> • People want to come to work and do their best work • We drive business success through enhancing the experience • We do everything we can to help save the planet 	
PURPOSE OF ROLE	
<p>To oversee and steward the sales ledger function within the organisation. This includes maintaining product price lists, ensuring accurate invoicing from sales orders, dealing with customer invoice queries and timely distribution of invoices via the correct channel.</p> <p>Centralising consistent revenue and income reporting ensuring reliable reporting organisation wide.</p>	

	<p>KEY ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • Oversee the entire sales ledger process, ensuring that invoices are created, received by the customer and reported accurately. • Be responsible for all revenue reporting and support income generating departments. • Cross check accuracy of invoices with booking systems when required. • Administer and maintain smooth running of customer portals • Commercial awareness, chasing orders against budget to ensure an accurate month end cut off. • Ensure all sales ledger activities adhere to internal process, vat regulations and amend as appropriate. • Maintain SOP for sales ledger and revenue recognition. • Evaluate existing processes and systems within the sales ledger department, identifying opportunities for improvement. • Liaise with clients, customers, and internal departments to address invoicing enquiries in a professional and timely manner. • Maintain accurate price lists. • Maintain live company products and product reporting. • Allocate correct VAT rates, customer discounts or country specific processing rules. • Follow correct process for the raising of credit notes and provide management with appropriate reporting. • Provide the single point of truth for revenue reporting • Produce customer statements. • Membership income - monthly revenue recognition calculation. • Monthly journals. • Any other duties as reasonably required within a small team.
	<p>PROFESSIONAL QUALIFICATIONS/ACCREDITATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • AAT qualified / CIMA student • Experience in managing a sales ledger function or similar role, within a service organisation.
	<p>TECHNICAL SKILLS</p> <ul style="list-style-type: none"> • IT literate • Proficiency in financial software and systems, such as SAGE • Advanced knowledge of Microsoft 365 especially Excel. • Experience using Microsoft Dynamics CRM

BEHAVIOURAL SKILLS	
	<ul style="list-style-type: none">• Strong analytical and problem-solving skills• High level of accuracy and attention to detail in all financial tasks.• Excellent verbal and written communication skills for liaising with team members, customers, and management.• Open to change and willing to adjust processes in a dynamic environments• Proactive and resourceful in addressing issues and finding efficient solutions.