CDE Global Ltd is a progressive and award-winning company supplying the Global recycling, quarrying and mining industries with innovative aggregate processing solutions.

6 Months Fixed Term ACCOUNTS ASSISTANT (MATERNITY COVER)

Job Purpose & Responsibilities:

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- Responsible for raising sales invoices for the CDE Group and collecting receipts from customers.

Responsibilities:

- Processing of information onto a computerised Sales Ledger system
- Perform day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivable data.
- Prepare sales invoices, statements and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Assisting with bank reconciliations.
- Working closely with Project Managers to ensure invoices are raised on a timely basis.
- Facilitate swift payment of invoices due to the company by sending bill reminders and contacting clients with outstanding accounts.
- Generate reports for management detailing accounts receivable status.
- Month-end responsibilities e.g. Sales Ledger closure.
- Investigate customer queries / complaints, and ensure that they are dealt with to the customers' satisfaction.
- Sending customer statements
- Associated office and filing duties.
- Collecting and sorting daily post re. cheques / remittances / etc.
- Any other ad-hoc duties which may, from time to time, be reasonably required within the role.
- Perform role in accordance with the Company's Health and Safety policy.

Accounts Receivable Assistant- Person Specification

Criteria	*Essential*	*Desirable*
Qualification/ Attainments	• Educated to "A-Level" or equivalent. Also, GCSE grade C or above in Maths and English.	• Educated to Degree level in a relevant discipline • Foreign language • (Part) IATI qualified (or equivalent)
Relevant Experience	• A minimum of 2 years accounts experience in a similar environment; • Solid understanding of basic accounting principles.	• Experience of Sage 500/1000; • Understanding credit practices and collection regulations.
Special Aptitudes	• Computer literate in Windows based Software Products, particularly Excel • Good numerical skills; • Good interpersonal skills; • A pleasant, confident telephone manner; • The ability to communicate effectively in writing, orally, and through presentations; • Strong organisational skills; • Presentation skills; • The ability to plan your own work, work on your own initiative and meet deadlines; • Tact, discretion and respect for confidentiality; • Reliability and honesty; • Team player.	• Customer focused • Project management skills;
Disposition	• Attentive to detail; • Able to work under pressure; • Dependable and reliable; • Enthusiastic self-starter able to work on own initiative.	Good Commercial Awareness
Circumstances	• Available to work flexible hours and to travel if necessary • Current driving licence and vehicle insured for business use • Clearance to work in EU	

We are a global company and welcome applicants from all countries and backgrounds.
Desirable criteria may be used for shortlisting. The Company reserves the right to vary criteria at the shortlisting stage.