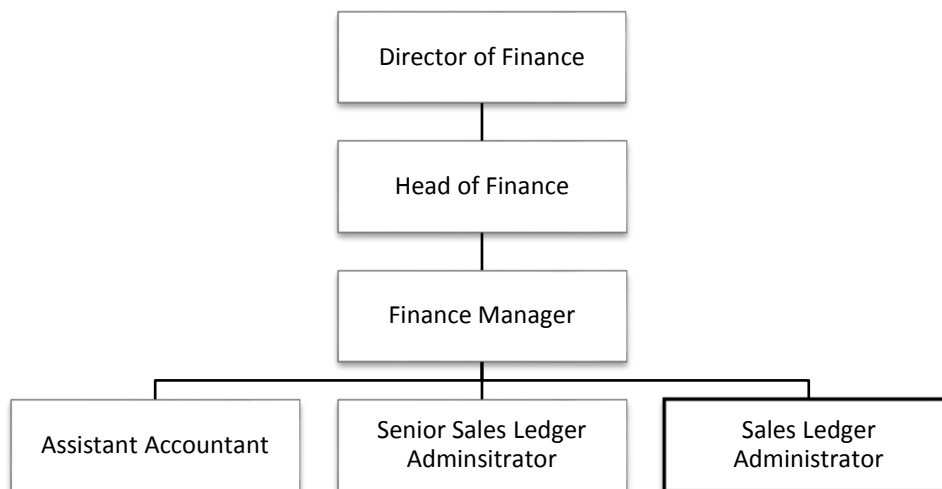


<b>Job Ref No. 194</b>
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<b>Job Title:</b>	Sales Ledger Administrator		
<b>Department:</b>	Finance		
<b>Job Holder:</b>			
<b>Reports to:</b>	Finance Manager		
<b>No of Direct Reports:</b>	0		
<b>Date created/changed:</b>	06/2017		
<b>Version:</b>	V2	<b>Job Level:</b>	6

#### Organisation Chart:



#### Job Purpose/Summary:

Financial control is a small team that is responsible for financial and regulatory reporting along with sales ledger control. Reporting to the Finance Manager, this is a challenging role, which provides the opportunity to work within a regulated environment and requires you to represent James Hay in a professional manner. Your primary role will be to assist with the sales ledger processing, although you may be requested to assist with other processes managed by the team.

#### Main Accountabilities/Purpose

The work processed by the team includes:

- Sales ledger processing and maintenance
- Credit notes and customer refund processing
- Reconciliations of bank accounts
- Posting ledger journals

You will responsible for:

- Taking on an appropriate share of the team's sales ledger work regarding the above tasks as well as any associated queries.
- Taking responsibility to investigate any queries and issues identified during the sales ledger process, with assistance from the finance manager where appropriate and if needed.
- Subject to available resources stated above, ensuring that all sales ledger and credit note processing is completed within the time set by the finance manager.
- Completing all mandatory training and to do so within required timescales

**Job Dimension/Scope:**

The post holder will work as part of a team and will not have any responsibility for staff. This role requires enhanced vetting as per the Referencing and Staff Vetting Policy.

**Job knowledge, skills, qualifications and experience required:**Essential

- Working knowledge of Microsoft applications with Excel capability to at least an intermediate level
- Good numerical skills and problem solving skills
- Ability to work quickly under pressure with a high level of accuracy and attention to detail
- Awareness of changing workloads and ability to meet deadlines

Desirable

- Knowledge of James Hay Products, Processes and Systems
- Experience in sales ledger processing

**Key working relationships and external/internal contacts:**

The sales ledger administrator will work closely with the fees teams (Salisbury for JHY investors and Bristol for the IPS/PAL investors) to ensure that the process of raising sales invoices and credit notes is as accurate and timely as possible. The sales ledger administrator will work closely with the finance manager to resolve queries.

**James Hay Values:**

- Thinking Investor
- Working as a Team
- Doing the right Thing
- Taking Responsibility

**James Hay Behaviours:**

- Confident
- Professional
- Progressive
- Engaging

**Investor Outcomes pertinent to role:**

- Outcome 6 - I believe James Hay's charges are clear, transparent and applied fairly to my account
- Outcome 11 - If I make a complaint it is dealt with effectively, fairly and resolved promptly