

Sales Ledger Clerk

Job Description

Sales Ledger Clerk

Spitfire was founded in 1988 in London; the company specialises in providing Telecoms and IP Engineering Solutions to a wide range of small and medium sized businesses. Spitfire is an owner-managed business with its own network infrastructure and established offices in Stockwell, London, and the West Midlands. Spitfire has grown from a start-up to a business with £25m turnover, over 6000 business customers, and 100 members of staff.

Location: London, SW9

Hours: Monday to Friday, 40 hour week, permanent full time

The Challenge

- Daily banking and allocation of cash (including setting up DD payments and dealing with PDQ transactions).
- Raising invoices from scratch and also processing pre-prepared orders.
- Proactively manage the collection of outstanding monies owed to the company, using the telephone, letter and email.
- Assist in resolving customer queries.
- Issuing customer statements and suspension notices.
- Managing overdue accounts, liaising internally and when applicable escalating issues.
- Dealing with and distributing post effectively.
- Dealing with general credit control admin including filing.
- Ad hoc administration as required.
- Arranging couriers.
- Dealing with telecoms maintenance contracts.
- Assist Credit Manager with Month end.

Requirements & Capabilities

- The ideal candidate will have experience working as a Sales Ledger Clerk within an accounts department for an SME.
- Educated to at least 'A level standard, or equivalent.
- Fast and accurate data entry skills with a keen eye for detail.
- Excellent interpersonal skills are required, including a good telephone manner. Suitable candidates will be comfortable dealing with people of all levels, internally as well as externally.

- Computer Literate with sound knowledge of Word and Excel. Knowledge of accounting packages an advantage, but not essential.
- Have excellent work ethic and a strong desire to be successful

Benefits of Working at Spitfire

- Spitfire offer excellent earning potential and reward generously for success and hard work
- We believe that everyone plays a part in contributing to the success of our business, and therefore we are dedicated to the personal and professional development of all of our employees
- Our offices are modern and open plan, providing a safe and comfortable working environment
- We also provide Permanent Health Insurance after two years continuous employment
- There is a gym next door for which Spitfire employees do not need to pay a joining fee.

To apply please send CV with covering letter detailing your suitability for the role to: careers@spitfire.co.uk.

If you do not hear from us within ten working days your application has been unsuccessful.

Please note that CVs sent without a covering letter will be disregarded.



We believe that everyone plays a role in contributing to the success of our business. Find out how you can be part of it today.

