

Assistant Cashier and Purchase Ledger Nottingham – Full Time

The role

To carry out in a timely and accurate manner the posting and allocation of all cash receipts received on a daily basis. To assist Purchase Ledger with keying on of Invoices, payments and managing logged items.

Key areas of responsibility

- To key on with care and accuracy.
- To meet agreed service levels.
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- To meet agreed SLA's
- Reconcile Bank Statement to previous days posting
- Working closely with the Credit Management team to ensure unallocated cash is kept to minimum levels
- Maintain spreadsheets
- Completing cash sheets, and reporting of all anomalies to Supervisor and Credit Management on a daily basis.
- Posting and Balancing reconciliation to Aurora
- Other duties as and when required.

Essential Skills / Experience required for this job

- Minimum:- Intermediate Excel skills
- Possess sound communication skills
- Customer focussed
- Numerate
- The ability to liaise with all levels within the company.

If you feel that you meet these requirements, please complete an internal application form and submit to HR.

Closing date: 25th August 2017

XMA is an equal opportunities employer