



Job Description

Job Title Accounts Receivable Assistant	Department Finance
Line Manager Credit Control Supervisor	Executive Reporting Line Manager Financial Controller
Contract Term Permanent Full-time	Contracted Hours Monday to Friday 9am – 6pm. This equates to a 40 hour working week. Flexibility is required to meet business needs.

Overview of Speciality Drinks Group

Speciality Drinks is a fast-growing and world-renowned international spirits company. Founded in 1999, we were one of the first multi-channel, multi-market global drinks distributors and remain leaders in our field.

We're looking for bright, motivated, passionate and driven people who share our passion for excellence, innovation and delivering great customer service. In return we can offer an exciting, fast-moving, varied environment with great opportunities to develop your career.

Overall objective of Role

Working within the Credit Control Team to assist with the day to day functions for all entities within the Group.

The role will vary as the needs of the team changes, giving an opportunity to grow within the team, to a Junior Credit Controller.

Due to business requirements, it is expected that the role holder will need to have a high degree of flexibility in order to meet the demands of the role. Therefore, it may be necessary to work out of normal working hours due to the nature of the projects, and in order to meet the necessary demands of our customer base. The role holder must be able to adjust to a broad and fluid set of tasks as requirements change in this progressive company.

Working Relationships outside of Finance

- Customer Service Teams
- Business Development Managers
- Sales Manager
- Other Departmental Managers/Directors across all entities across the Group

Primary Duties and Responsibilities

- Daily posting of bank and cheque receipts for all entities of the Group;
- Allocation of customer ledgers and following up on remittances if necessary;
- Maintaining the ledger for website customers and liaising with the customer services team to resolve any queries;
- Daily checking of credit card receipts and ensuring that the correct payment methods are selected;

Speciality Drinks Ltd.

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- Checking customer contracts and raising customer invoices for Shows the Group is organising and ensuring that any queries are resolved for prompt payment;
- Overseeing the credit control email box and responding to customer queries;
- Scanning Account Forms into the ERP system.

Key Skills and Knowledge

Essential:

- Experience of working within an Account office or within an Accounts Receivable function (minimum 1 year);
- Excellent verbal and written communication skills;
- Team player;
- Build and maintain excellent customer relationships;
- Excellent time management skills;
- Ability to remain calm under pressure, remaining professional at all times;
- Attention to detail, achieving thoroughness and accuracy on all tasks;
- Demonstrate a tenacious, pragmatic approach to problem solving;
- Excellent experience of MS Office Suite.

A training plan will encompass the following to ensure effectiveness of the employee, and to meet our safety standards:

- ERP system, (Defacto);
- Other in-house systems;
- Manual Handling.

Health & Safety Responsibilities:

Act in accordance with the relevant Health & Safety policies and procedures, adhering to legislative compliance and company requirements.

Employee Name:
(Please print)

Employee Signature: **Date:**

Employer Name:

Employer Signature: **Date:**