

Role: Accounts Receivable Assistant

Department: Finance

Salary From £20,500 per annum

Responsible to: Team Leader

Job Purpose:

Accurately complete all administration associated with the receipting of income received in the team. Support the Team Leader in the co-ordination of all issues concerning cashing, ensuring a high-quality service is provided to both external and internal customers.

Main duties and responsibilities:

- Prepare and apply data for processing, in accordance with appropriate procedures, regulations and standards. Ensure that all Customers receive correct and appropriate responses to a defined and consistent standard; are processed accurately on time and that all notifications are authorised correctly to meet deadlines and minimise errors. Monitor issues and promptly raise any areas of concern with your Line Manager
- Process income using the required system e.g. Oracle, in line with agreed procedures, completing the full end to end process, including timely and accurate filing. Accurately bank, receipt and allocate monies received and assist with the administration associated with the Direct Debit process.
- Actively keep up to date with relevant regulations and statutory requirements, including PCI DSS compliance, by attending and contributing to team meetings and training sessions, and provide guidance to others as required
- Implement and review use of appropriate office systems and practice, making suggestions for improvements and applying any agreed changes. Contribute to the knowledge of teams through team briefings and training to improve efficiencies and response targets to deliver a customer focus service.
- Plan and organise own work, deal with both routine and unexpected tasks, work flexibly across the Service to meet demands on the business and support multidisciplinary working. Provide support and complete quality assurance reports as required, taking appropriate action, and reporting issues to the Line Manager.
- Develop and proactively maintain good working relationships with internal Cantium colleagues, managers and staff and external customers, clients and suppliers, by

Worrall House, 30 Kings Hill Avenue, Kings Hill Business Park, West Malling, Kent ME19 4AE
t: 03000 411115 e: info@cantium.solutions

Cantium Business Solutions, registered in England & Wales at Sessions House, County Road, Maidstone, Kent ME14 1XQ. Company No. 11242115. VAT No. 294 5402 88.

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keeping in contact via e-mail, telephone as necessary, offering advice, solutions and information as required.

- Ensure work standards and Performance Indicator targets as set by the Team Leader are consistently met. Provide Customers and/or other organisations with all relevant data to ensure an excellent, seamless service. Communicate information you have identified that would be of value to the wider team or customers.
- Take part in projects and tasks that enhance the running of the Service. Assist with user acceptance testing and system development / process improvement activities as required.
- Actively work towards Team and Service business objectives and team competencies set by the management team and incorporate Cantium Behaviours and Values. Provide a 'can-do' approach to your work and tasks and use initiative to make improvements with customer focus and efficiency at the forefront of your actions.

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Cyber Security and Risk Management responsibilities

- As an employee of Cantium Business Solutions you are required to complete regular mandatory training in relation to Cyber Security and Risk Management and continually ensure your knowledge is kept up to date.
- All Cantium employees have a responsibility to protect the confidentiality, availability and integrity of personal data that is processed by Cantium, as well as a responsibility to report any data disclosed in error.

Description of Business

The Company is dynamic and agile and is built on a new service culture based on 4 key principles;

- Fast
- Connected
- Insight Driven
- Customer-Led

The business model and people strategy build on these principles and will reinforce the company’s reputation for delivering high quality back-office services to its customers.

Person Specification

Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent in English and Mathematic.
Experience	<ul style="list-style-type: none"> • Previous experience of working within a finance function, using databases / income systems.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to use financial systems. • Ability to manipulate spreadsheets and data. • Ability to run systems reports. • Ability to meet regular tight deadlines. • High level of accuracy and ability to spot errors. • Good verbal and written communication skills. • Analytical skills.
Knowledge	<ul style="list-style-type: none"> • Knowledge of Data Protection and confidentiality issues. • Knowledge of income processes. • Knowledge of financial systems.

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