**Contract:** Permanent, part-time (20 hours per week)  
**Based at:** Chesterfield with agile working   
**Salary:** £13,714.29 to £15,600 (£24,000 to £26,000 FTE) per annum (dependant on experience)

**1.**  **MAIN PURPOSE OF THE ROLE**

You play a pivotal role in maintaining the financial health of the Chamber – your responsibilities encompass processing sales and purchase invoices, assisting with journal entries, and providing support in accounts payable functions.

A key aspect of this role involves providing credit control support, where you proactively contact debtors to secure timely payments. Additionally, you liaise with both colleagues and customers to resolve intercompany and external queries, ensuring smooth financial operations. Other duties include posting and allocating receipts to the Finance system, supporting the accounting team with various tasks as needed, and ensuring compliance with accounting standards and regulations.

**2.**  **POSITION IN ORGANISATION**

* Reports to the Head of Finance.
* Day-to-day liaison with the Finance team.
* Day-to-day liaison with colleagues from across the organisation and external customers.

**3.**  **DUTIES AND KEY RESPONSIBILITIES**

* Sales and purchase invoice processing – Accurately process and record sales and purchase invoices, ensuring proper coding and timely entry into the accounting system, Business Central.
* Standard journal entries – Assist in preparing and posting standard journal entries, ensuring compliance with accounting standards and internal procedures.
* Accounts Payable support – Support the accounts payable function by processing supplier invoices, preparing payment runs, and maintaining accurate records.
* Credit Control support – Proactively contact debtors to secure timely payments, manage overdue accounts, and maintain accurate records of communications. ​
* Receipt posting and allocation – Post and allocate receipts to the accounting system, ensuring accurate tracking of incoming payments. ​
* Intercompany and external query resolution – Liaise with staff and customers to resolve both intercompany and external queries promptly and professionally.
* Compliance and regulatory adherence – Ensure compliance with accounting standards and regulations, maintaining up-to-date knowledge of relevant laws and best practices.
* Administrative support – Perform various administrative tasks such as filing, data entry, and managing correspondence related to financial matters.
* Ad-hoc finance tasks – Support the accounting team with various tasks as needed, demonstrating flexibility and a proactive approach to team needs.
* Any other reasonable duties as required of the role.

**4.**  **PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Knowledge**   * Knowledge of Chambers of Commerce * Knowledge of the business support landscape in the counties of Derbyshire, Nottinghamshire and Leicestershire * Knowledge of contractual procedures and audit requirements for the protection of public funds |  | desirable  desirable  desirable |
| **Experience**   * Relevant and demonstrable experience of managing credit control/accounts role * Proven track record of working on accounts system, preferably Business Central * Experience in managing debtor/supplier relationships * Experience of working with a diverse range of businesses | essential  essential  essential  essential |  |
| **Qualifications**   * 5 GCSE at Grade C or above (or equivalent) including Maths and English or able to demonstrate equivalent knowledge or skills * AAT Intermediate or relevant NVQ Level 3 qualification | essential  essential |  |
| **Skills and abilities**   * Excellent attention to detail * Strong communication (written & oral skills) * Strong drive for quality and a high level of resilience * Excellent at working in a high volume environment * Highly motivated - can work as part of a team and independently * The ability to check entries for accuracy * High level of skill in Microsoft Office and cloud-based applications | essential  essential  essential  essential  essential  essential  essential |  |
| **Personal attributes**   * Takes responsibility * Celebrates and is proud of success * Supports others and works well with a team * Creative and challenges tradition * Must be dependable and reliable * Must be able to exercise tact and diplomacy at all levels * Must be able to work under own initiative * Must be prepared to work flexibly in terms of working hours | essential  essential  essential  essential  essential  essential  essential  essential |  |

**5.        OTHER INFORMATION**

This role is eligible to participate in the Chamber’s agile working policy.

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_