

Sales Ledger Analyst

Didsbury, Manchester

Entrepreneurial zeal and a drive to do things differently have spurred Greenergy to grow from a bedroom start-up to become the UK's leading fuel supplier. Good customer service is central to our mission and we constantly strive to be a company that's easy to deal with by streamlining procedures and eliminating bureaucracy. Choose to work for Greenergy and you'll find that we are welcoming, logical and efficient. We endeavour to approach the status quo of an established industry with fresh eyes.

The role:

To manage and maintain the daily invoicing of Greenergy customers across the group, as well as building and developing relationships with internal and external customers. The role is based in our Finance Shared Service Centre located at Towers Business Park in Didsbury with easy access to the motorway and rail network.

Team responsibilities:

- » Maintain all operational aspects of the Sales Ledger and the specific allocated customer accounts.
- » Handling and resolving queries in a timely manner through effective communication, and liaising with internal and external stakeholders.
- » Proactively seeking to improve or create processes that benefit all involved parties.
- » Maintain a high level of customer service and ensure that all service level agreements are complied with.
- » Month end duties such as accruals, deferred income and rebates.

Individual responsibilities:

- » Raising daily, weekly and monthly invoices from across the Greenergy group – a combination of automated and manual invoicing depending on complexity of the customer
- » Reconciling data from multiple sources, ensuring data is correct to allow invoices to be raised by the automated Invoicing system.
- » Ensure the daily invoicing checks are completed prior to posting and instil the culture of getting things right first time.
- » Maintenance and verification of Sales Ledger data, including customer volume reconciliations if needed.
- » Continued effort to improve existing processes and systems in order to achieve greater accuracy and efficiency of the sales ledger function.

What you will need to succeed:

- » The ability to maintain excellent attention to detail in a fast-paced, high-pressured environment.
- » A high level of organisation and motivation, with the ability to work to multiple deadlines and to prioritise workloads calmly and effectively.
- » Strong interpersonal and communication skills, and the ability to develop trusting and credible relationships with all levels of the business.
- » The ability to reconcile data from multiple sources and the confidence to challenge discrepancies should they arise.
- » A flexible and adaptable attitude. Understanding the overall goals of the team, you will have the ability to use your initiative, challenge the status quo and actively consider new ways of working in order to achieve them.
- » Ambition, enthusiasm and wanting to progress within a reputable and fast moving organisation.
- » A good level of IT literacy including competency with all aspects of Microsoft Office but with advanced Excel abilities.
- » Some knowledge or prior experience of accounting and finance, including month end close.
- » Be flexible and adaptable, understand the overall goals of the team and actively seek to help achieve them.

Nice to have:

- » Working knowledge of Oracle.
- » AAT qualification or to be actively studying towards a professional qualification.

Sales Ledger Analyst (continued)

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People are key to our continuing success; we work hard to reward, develop and retain staff. We offer a competitive salary, career progression opportunities, along with a comprehensive benefits package which includes;

- » 25 days holiday per year, increasing by 1 day after 5 years' service for every full year up to a maximum of 30 days plus bank holidays
- » Private Medical Insurance
- » Worldwide Travel Insurance
- » Company Pension
- » Life Insurance cover of 4 times basic salary
- » Eye Care Vouchers, Flu Jabs
- » Ride to Work Scheme
- » Access to a discount site for things like eating out, health and leisure etc.
- » You will also have access to the 24/7 Employee Assistance Programme.
- » Excellent staff facilities.

If you are interested in joining the Greenergy team, please submit a current CV along with a cover letter in support of your application. Applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for interview.

If you should have any queries regarding this position please call Debbie Rees 01827 302298

NO AGENCIES - Thank you.