

Sales Ledger Analyst

Manchester

Entrepreneurial zeal along with a desire to do things differently has spurred Greenergy to grow from a bedroom start-up to become Britain's largest supplier of road fuel. Good customer service is central to our mission and we constantly strive to be a company that is easy to deal with by streamlining processes and eliminating bureaucracy. Choose to work for Greenergy, and you will find a welcoming environment where we endeavour to approach the status quo of an established industry with fresh eyes.

Located in Didsbury, Manchester:

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.

Purpose of 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.

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- » 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.
- » Maintaining a high level of customer service and ensuring that all service level agreements are complied with.
- » Month end duties

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.

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

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Nice to have:

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

What you will get in return:

- » 25 days holiday per annum.
- » Competitive Salary
- » Free on-site parking.
- » Benefit package, including study support, pension and private healthcare.

If you are interested in joining the Greenergy team, please submit a current CV along with a cover letter highlighting how you meet the competencies we are looking for and detailing your previous experience to:

Deborah.rees@greenergy.com

Your cover letter along with your CV will be used to assess your application, therefore 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

Strictly No Agencies