



CATHOLIC TRUTH SOCIETY - *Publishers to the Holy See*
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Accounts Assistant (Part-time)
Reporting to the Finance Manager
4 days per week (28h p/w) office based.
Immediate start

Responsibilities and duties will include:

Maintenance of the Sales Ledger (Sage 200)

- Processing and allocations of all sales ledger receipts including, cheques, postal orders, cash, BACS, credit cards settlements via post and on the phone.
- Prepare and review the monthly aged debtors summary, investigating any aged debt and take corrective action. Debt collection from slow payers – contact customers for overdue invoices by phone, email, letter etc.
- Deal with all types of customer queries via the phone, email or letter, with particular emphasis on identifying discrepancies between Sage 200 and the dispatching partner's system (CTS Distributor).
- Issue monthly customer statements, ensuring all customer records are reconciled and queries are dealt with appropriately.

Nominal Ledger and other tasks

- Processing all voluntary income receipts including, cheques, cash, postal orders and some credit card receipts via the nominal ledger.
- Assist the Finance Manager in general accounts work as required, particularly at busy periods during, month end, year-end & audit.
- Processing and assisting management of stock.
- Opening the post on a daily basis and going to the bank (in Victoria) once a week.
- Maintaining own filing system on a regular basis.

The ideal candidate will have the following skills:

- At least 1 year previous experience covering all aspects of accounts.
- Methodical and accurate working style with great attention to detail.
- Excellent communications skills.
- Able to prioritise their workload and work independently.
- Competent use Excel and Word. Experience using Sage 200 would be advantageous.

Salary: £21,000- £23,000 pro rata
25 days annual leave pro rata
Closing date: 15 October 2021

If you are interested in this position please send your CV and covering letter to CTS, 42 -42 Harleyford Road London SE11 5AY or email to a.dias@ctsbooks.org