**Accounts Assistant (Full-time) 35 Hours per Week**

 **Fixed Term (Maternity Cover)**

 Reporting to the Finance Manager (Office based -London)

Summary of duties and responsibilities will include:

* **Maintenance of the Sales Ledger (Sage 200)**
* Process and allocations of all sales ledger receipts including, cheques, postal orders, cash, BACS, credit cards settlements.
* Process manual sales orders and credit notes for the Trade Sales with monthly ledger reconciliations.
* 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 the finance system (Sage 200) and the dispatching partner’s system (CTS Distributor).
* **Bank reconciliations of all bank accounts**
* Assist Finance Manager on bank reconciliations on a weekly and monthly basis. Ensuring all bank transactions are recorded and reconciled to detail.
* **Nominal Ledger and other tasks**
* General bookkeeping up to the trial balance. Process all voluntary income receivables.
* Process and assist management of stock control.
* Assist the Finance Manager in general accounts tasks as required, particularly at busy periods during, month end, year-end & audit schedules/preparation.
* Update The CRM database (Salesforce) with voluntary income and processing quarterly Gift Aid Claims to the HMRC.

The ideal candidate will have the following skills:

* At least 2 years previous experience covering all aspects of accounts.
* Methodical and accurate working style with great attention to detail.
* Able to prioritise their workload and work independently. Excellent communications skills.
* Competent use of Excel and word. Experience using Sage 200 would be advantageous.

Salary: £25K to £27K depending on experience

25 days annual leave pro rata

If you are interested in this position please send your CV and covering letter by email to a.dias@ctsbooks.org.

Chairman: Rt Rev Paul Hendricks MA, PhL, VG

Auxiliary Bishop in Southwark Archdiocese; Titular Bishop of Rosemarkie

Honorary Treasurer: Carrie Ann Gates

*Registered Charity 218951 - The Incorporated Catholic Truth Society is a company limited by guarantee, and registered in England, no. 57374*