

Alloway Timber (Southern) Limited

JOB DESCRIPTION

Job Title: Office Junior

Reports to: Financial Controller

Hours: 8am – 5pm (60 mins lunch)

Days: Monday - Friday

Main Tasks: For both Alloway Timber & Putney Builders Merchants unless stated otherwise:

Office duties:

- Answering incoming calls
- Franking post
- Welcoming guests
- Opening external post in absence of Assistant Purchase Ledger Controller
- Filing/archiving paperwork

Sales Ledger functions:

- Recording all cheques, cash and BAC's payments
- Post and allocate payments in absence of Credit controller
- Ad hoc copy invoices/credits/statements/POD/price and other customer queries
- Sending invoices, statements & credit notes to Synertec
- Branch Banking
- Update Receipts, Payments and under and overs spreadsheets
- Update continual banking reconciliation

Credit Controller functions:

- Assist credit Controller as instructed
- Telephone chasing of slow payers and over credit limit
- Send out prospective new customer application forms
- Overdue account letters
- Debit and credit card payments over telephone