

Job Description – AR/AP Accounts Executive

Reports to: Operational Finance Manager
Based: Peterborough
Hours: Monday to Friday inclusive, from 9.00am till 5.00pm (totalling 35 hours per week)

About Us

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

Job Purpose:

To provide effective support to the Operational Finance Manager and Financial Controller in support of the Accounts Receivable and Accounts Payable teams and to be responsible for ensuring the accuracy of records and reporting.

Key responsibilities and duties:

- Debtor Management and Query Resolution
- Debtor reconciliation and reporting
- Aged Creditor Review
- Creditor reconciliation and reporting
- Direct Debit Reconciliation
- Direct Debit administration and reporting
- Bank reconciliation, reporting & journals
- CRM Reconciliation & Query resolution
- Cash & Credit Card Expenses & Tracker
- Ad Hoc Invoicing
- Cover AP & AR Roles within team
- Design & Run Reports on CRM System

Key skills:

- The ability to communicate clearly and confidently with a range of people, both on the phone and face to face
- Focussed on delivering outstanding customer service to internal and external customers
- Professional approach when dealing with all issues and employees
- Proficiency in Excel
- Must be a people person
- Strong teamwork skills essential
- Positive 'can do' attitude
- An appetite to develop or change processes to improve efficiency
- Strong organisational skills with attention to detail and a methodical approach

General:

- There may be occasions when it is necessary for duties to be undertaken away from the office
- Any other tasks which can reasonable be performed as requested by the RHA

General Responsibilities:

All employees of the RHA have the following responsibilities:-

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

Training and Development

- To undertake all reasonable training, learning and development activity designed to support you in your role

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

Quality Policy

- To be responsible for the activities required to support the organisation's Quality Policy

Data Protection Policy

- To be responsible for the activities required to support the organisation's Data Protection Policy.

Employee's Signature:**Date:****Manager's Signature:****Date:****Review Date:****Date:**