



## Job Title: Sales Ledger Clerk

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**Hours of work:** 35 hours per week

**Salary:** Range £16,000-£19,000 (Depending on experience) + benefits

**Location:** The Den, Zampa Road, London. SE16 3LN

**Responsible to:** Management accountant

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### Role Summary:

Millwall Football Club are looking to recruit a committed, knowledgeable and self-motivated sales ledger clerk. This is a new role following a restructure of the finance department and will report into the management accountant.

The successful candidate will be responsible for maintaining the accounts receivable ledger, as well as the cashbook and bank account reporting. The role will also include working internally to ensure controls around cash are maintained and supporting some of the match-day departments in collating and reporting cash receipts, as well as credit control activities with customers to ensure all invoices are collected in a timely manner.

The Club is keen to attract driven and motivated applicants, who will thrive in a fast-paced business environment and are looking to develop a career working in finance. Relevant training will be provided, and there is an opportunity to study for relevant accounting qualifications.

### Key Duties

- Maintain, prepare and post customer invoices and credit/debit memos ensuring careful accuracy and precision.
- Reconcile payments received with issued invoices, bank and general ledger.
- Monitor customer account details for non-payments, delayed payments and other irregularities and ensure the business units are kept informed and appropriate action taken.
- Ensure all account balances are paid and debts are resolved in a timely manner by contacting delinquent customers via phone and email to secure payment.
- Monthly accounts receivable control account reconciliation.
- Preparation of monthly bad debt provision for review by the Management Accountant.
- Manage the daily cash reporting process ensuring that all bank accounts are reported in an accurate and timely manner and that reconciling items are followed up and resolved.
- Reconcile the daily cash, card and cheque takings and banking's for the business.





- Rolling Petty cash reconciliations.
- Working with the purchase ledger clerk and management accountant to identify improvements in processes and controls and implementing these.
- Holiday cover for other tasks usually covered by purchase ledger clerk.
- Assisting the management accountant with month-end and year-end processes, including provision of information to auditors.
- The role will include some matchday working, which will be agreed in advance.

### **The successful applicant;**

- Trustworthy, conscientious and reliable individual
- Ability to work well with others, and generate sound work relationships with a variety of staff throughout the club, as well as with key suppliers to the club.
- Experience of working in a finance department is essential
- Strong Microsoft Excel skills are desirable
- Experience using an accounting system is desirable, and use of SAGE 50 would be advantageous.
- Ability to work to deadlines and manage your own workload, through taking your own initiative.

### **Application Process:**

Please send a copy of your CV and covering letter to: [markfairbrother@millwallplc.com](mailto:markfairbrother@millwallplc.com) by Friday 18<sup>th</sup> October 2019

*Interview date – Week commencing Monday 28th October 2019*

