

Job Title: Assistant Accountant – Credit Control
Location: Cardiff
Hours: Monday – Friday, 8:30am – 4.30pm
Salary: Competitive
Reporting to: Finance Manager

The Company: Forward Waste Management

Forward Waste Management is a well-established, dynamic company providing innovative and value-added waste management services, primarily focused towards the manufacturing sector. We deliver distinct innovation and environmental improvement for our customers by applying the recognized waste hierarchy of minimization, reuse, recycling and eliminating waste to landfill. Long term benefits are achieved through our professional proficiency in industrial waste management, expert knowledge of waste handling and processing systems and broad connections within the environmental arena.

Privately owned and established for over 20 years, Forward Waste Management comprises three trading divisions with a staff of over 50, achieving £11m revenue annually. Servicing an enviable client list of well-known blue-chip brands, we are a fast paced, service excellence led business innovating and investing to stay ahead of industry trends and competitors. The company currently manages a wide array of disciplines including sales, marketing, service delivery and contract management through a combination of in-house transport fleet and waste handling division.

Enviroquip, operates a sizeable waste equipment rental fleet being supported by integral workshop facilities equipped for a wide range of welding and fabrication, refurbishment and repair services, including waste compaction machinery manufacture from its facility based at Barry.

Further information on the company can be found on our website:

www.forwardwastemanagement.co.uk

Job Purpose:

The role will be primarily credit control, reporting to the Finance Manager, working in a small but busy finance department. This is a varied role and would suit a credit controller with some general accounts experience.

Principal accountabilities:

Daily/Weekly

- Uploading sales invoices to Sage 200 and invoice finance bank portal.
- Chasing overdue debtor balances
- Chasing remittances & daily posting of incoming payments
- Issuing monthly customer statements
- Raising customer rebate payment runs.
- Reconciling supplier and customer (rebate) accounts
- Run credit checks on new customers and create new accounts on Sage 200.
- Scanning invoices to paperless system
- Reviewing Accounts Inbox, addressing queries and filing to customer/supplier folders.
- Reviewing aged debtor ledger with Finance Manager
- Banking customer cheques.

Month End

- Monthly sales ledger account reconciliations.
- Bank reconciliation – invoice finance account.
- Sales ledger analysis for bank reconciliation.
- Upload customer rebate invoices to Sage 200.

Annually

- Assisting with preparation of audit schedules
- Providing audit information re sales ledger, invoice finance account.

General Administration

- Supporting other Teams with administrative tasks as requested. This will include for example:
 - Sorting and distributing post
 - Answer incoming calls
 - Supporting visitors to the office

Skills and experience:

Education and qualifications

- Excellent written and spoken communication skills with demonstrable customer services experience.
- Negotiation
- Able to work in a fast-moving environment, as part of a team
- Strong credit control experience
- IT skills – Microsoft Office suite, particularly Excel, and Sage 200
- Can study towards AAT or have attained AAT
- Very organised, strong attention to detail
- Effective time management

Personal characteristics

- A role model of collaborative working
- Confident and articulate
- High levels of commitment to the achievement of business objectives
- Able to inspire others to deliver great customer service
- Proven ability to challenge, influence and do things differently with positive business benefits

To apply for this role, please forward an up-to-date copy of your CV and / or covering letter to hr@forwardwaste.co.uk.

Strictly **NO** agencies.

Please note that all information received by Forward Waste Management as part of the recruitment process will be deleted and / or destroyed after 3 months from when you are sent the outcome of your application. If you would like us to retain your details and application information on file after this period for any future potential roles, please contact the HR Department via email: hr@forwardwaste.co.uk to confirm your consent. You are free to withdraw your consent at any time by way of emailing. Our full recruitment privacy notice can be viewed on our website: www.forwardwastemanagement.co.uk