

Job Description



Position Title Finance Co-ordinator
Department Finance

Hours Monday to Thursday 08.30 – 17.00
Friday 08.30 – 16.15
Flexible mindset to work additional hours depending on workload

About ASL:

ASL is an ever-growing international company specialising in the support of legacy equipment across the military and defence product range.

We operate from four sites within the Surrey and Sussex Area and have international offices in our key market areas.

Our purpose is keeping things moving to save lives and protect what matters. We live by the philosophy of 'Never a problem, always a solution'.

The Role: Finance Co-ordinator

Key Responsibilities:

Purchase Ledger:

- Weekly creditors report including matching invoices to payments
- Reconcile invoice to purchase orders on the in-house system
- Inputting purchase invoices on Sage
- Checking supplier statements
- Chasing supplier invoices to match pro-forma invoices
- Preparing payment run report on a weekly and monthly basis
- Entering supplier payment for weekly and monthly run
- Making supplier pro-forma invoice payments and enter on Sage
- Sending remittance advice to suppliers once payment has been made

Sales Ledger:

- Checking Sales invoices on our in-house system for correct nominal code
- Inputting sales invoices on Sage
- Reconcile weekly invoices with weekly report
- Sending out monthly statements and invoices to Customers and following up for payments
- Sending customer statements & debt chasing
- Sales pro-forma invoices - reconciling on spreadsheet and in-house system
- Monitoring Stripe (credit card) payments from pro-forma customers
- Communication to the Customer Fulfilment Team when pro-forma payments received

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Customer Account Management:

Update Debtors control spreadsheet each week for key customer accounts and distribute
Reconciling missing invoice report and take appropriate action
Chasing freight forwarders for certified airway bills
Preparing full set of bank documents for key accounts and distribute

Credit cards:

Company credit cards - matching receipts/invoices and entering on Sage
Company credit card 'bank reconciliation' on Sage

General:

Liaison with suppliers and customers regarding general queries
Download invoices from portals each week
Keep a tracker spreadsheet, matching invoices to the internal system
Project analysis on sage
Deferred import Vat entries

Requirements:

Good working knowledge of Sage 50, Excel, Microsoft Office Suite and MS Teams
Diligent, hard-working person with excellent attention to detail
Ability to work under pressure and think outside the box
Profile/personality: steady with sense of humour!