October 2021

**MISSION – FINANCE ASSISTANT (Part Time)**

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| **OUTCOMES** | |
| 1 | **Managing the Sales Ledger.**   * Raising sales invoices from Progress for goods delivered. * Enter the sales invoices into Sage 50 accounts. * Maintain the On Time delivery record. * Sending out monthly statements to customers * Chasing overdue payments from customers. * Raising Proforma invoices |
| 2 | **Managing the Purchase Ledger.**   * Matching purchase invoices to delivery notes and purchase orders * Booking purchase invoices onto Sage and Progress, where required. * Reconciling supplier statements with the purchase ledger accounts |
| 3 | **Processing payments and receipts.**   * Create proposals for bi-monthly payment runs to be approved by the Financial Controller * Processing the payment run through Sage 50 accounts and uploading into the bank * Processing payments and receipts into the banks through Sage 50 accounts |
| 4 | **Managing the Sales Invoice Finance account.**   * Uploading of invoices and credit notes into the SIF account * Processing of receipts in the SIF account * Submitting the sales invoice finance reconciliation on a monthly basis * Dealing with any queries from the Bank regarding the invoices factored |
| 5 | **Continuously improve how the department operates to aid growth and strengthen margin.**   * Challenge current ways of working to make improvements * Raise issues to be discussed at the weekly departmental meeting * Come prepared and contribute at all meetings * Work on self-development |

A business **is** its people. Healthy, smart team working is the key ingredient for a business to thrive and deliver the best work life experience for its people. Penta people need to be great technicians, communicators and collaborators. Penta people are FLEXIBLE, have a CAN DO attitude, make work ENJOYABLE for all, we are CONSCIENTIOUS, and STRIVE FOR IMPROVEMENT in ourselves and the company. What does that look like in this job role?

When managing the Sales and Purchase Ledgers;

* Communicate to Customers and Suppliers with respect and do not talk down to people.
* Be helpful and answer any queries promptly
* Perform reconciliations between the two systems used, Sage and Progress
* Maintain a positive attitude and calm demeanour, irrespective of the difficulties being faced.
* Accuracy saves time later.
* Prioritize and use time effectively,

When managing the bank accounts;

* Be conscientious in payment proposals made to maintain a good working capital level in the company
* Maintain a positive attitude and calm demeanour, irrespective of the difficulties being faced.

Working in the Finance team;

* Share knowledge and experience to maximise the whole team result.
* Be flexible and assist colleagues with general financial administration tasks
* Have a can do attitude to maintain accurate ledgers.

Continuously improve by;

* Positively contributing to develop the right KPI’s, it helps you know what a good day looks like.
* Let colleagues have their say, ask questions rather than make statements to improve understanding, consider different points of view and make better decisions.
* Read and learn the EOS way, improve technical, communication and collaboration skills, it delivers for “WIIFM”

In return Penta offer:

1. Competitive Salary.
2. A progressive, engaging work environment.
3. Job security, training and career opportunities.
4. The opportunity to earn overtime.
5. 33 days annual leave including statutory holidays (prorate).
6. Company group profit related bonus scheme
7. Company sickness scheme (subject to qualifying criteria).
8. Company auto enrolment pension scheme (subject to qualifying criteria).