

Role profile



Role title:	Invoicing Administrator (AR)
Reports to:	Invoicing/Transactions Manager
Department Head:	Head of Finance
Location:	Head Office (Hybrid option 3 days per week in the office)

Objectives of the role

- To assist in the efficient processing of sales invoices and credits, ensuring correct levels of approval and correct coding to the accounts
- To assist the Credit Control team in ensuring that customer queries are resolved, and disputes are reported
- To ensure all licensee changes are accurately reflected in the accounting system within established deadlines

Key Responsibilities

- Process and control of the EDI sales invoice process for all beer sales including reviewing any system warnings
- Process and control of the weekly and monthly rent runs to Admiral's licensees
- Processing of ad hoc Accounts Receivable invoice and credit requests across the business
- Review, checking and activating new licensee agreements and billing lines
- Customer Turnover Statement reconciliations
- Setting up Accounts Receivable DD collection runs, reporting and forecast
- Assist in resolving customer and supplier queries
- Processing of Accounts Payable invoices across the business
- Banking of cheques received
- Archiving
- Processing of cash receipts and payments from bank statements
- Assisting with the annual company audit in providing information to auditors
- Other ad hoc duties including covering other departmental roles and tasks as required

Skills and Experience

- Accuracy and attention to detail is critical to this role
- Organisational skills and ability to work to tight timescales
- AAT part qualified desirable
- Excellent communication skills both written and verbal
- Excel skills essential, Navision or other accountancy system skills desirable
- Flexibility to cover other department tasks or assist as required
- Good team player

Working Arrangements

This position is Head office based with the expectation of office working for 5 days per week.

Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.



Behaviours

1. Clarity for all
2. Positive attitude
3. Passion to succeed
4. Collective accountability
5. Mutual trust
6. Achieve together



Behaviours

1. Show empathy
2. Listen and understand
3. Support, guide, develop
4. Communicate clearly
5. Recognise and appreciate
6. Respect each other



Behaviours

1. Don't fear failure
2. Make impossible possible
3. Innovate and motivate
4. Remove barriers
5. Aim higher
6. Make a difference



Behaviours

1. Take ownership
2. Can do attitude
3. Exceed expectations
4. Aim high
5. Challenge positively
6. Deliver on time

