



## ROLE PROFILE

### Accounts Receivable Assistant

<b>Line Manager</b>	Finance Supervisor
<b>Location</b>	1st Floor, Optima Building 58 Robertson Street Glasgow G2 8DU
<b>Department</b>	Finance
<b>Direct Reports</b>	N/A

**Role Purpose** The AR Assistant will be responsible for assisting with Accounts Receivable billing for some of our key contracts, ensuring that bills are sent out in a timely manner and that they are accurate. Further, this role will be involved in some process project work, with the aim of making our finance and wider processes as efficient as possible.

#### Billing

Effective completion of all duties, including but not limited to:

- Raising invoices on accounting system in the relevant company's set of ledgers and issuing these to customers in a timely manner.
- Prepare and issue AR billing for some of our key contracts.
- Responsible for liaising with key stakeholders ensuring that all are updated on the progress of billing week-to-week.

#### Automation

- Key Accountabilities**
- Assist the Treasury & AR Supervisor in continuing to improve processes and drive efficiencies within finance and the wider team.
  - Be adaptable and help progress key finance projects.
  - Critically challenge processes from an IT perspective and use Macros to automate where possible.

#### Reporting

- Help the Treasury & AR Supervisor and Treasury & AR Manager with effective reporting.

#### Period end

- Journal entries as required.

	<b>Process Improvement</b> <ul style="list-style-type: none"> <li>• Providing feedback on process workflows, procedures, and management information in relation to the role.</li> <li>• Continually reviewing the processes in place to aide maximum efficiency of the finance function.</li> </ul>
<b>Key Stakeholders</b>	<ul style="list-style-type: none"> <li>• Internal Management – Treasury &amp; AR Supervisor, Treasury &amp; AR Manager and Head of Finance</li> <li>• Bus Finance Team</li> <li>• Solvd. Senior Leadership Team</li> <li>• Solvd. Wider Management</li> </ul>
	<b>Attainments</b> <ul style="list-style-type: none"> <li>• Numerically &amp; IT literate Intermediate MS Office skills, in particular MS Excel (VLOOKUP, SUMIF, pivot tables).</li> <li>• Good knowledge of complex formulas and macros</li> </ul>
<b>Personal Specification Essential</b>	<b>Abilities</b> <ul style="list-style-type: none"> <li>• Must be able to prioritise, multitask as well as work independently.</li> <li>• Ability to efficiently give priority to activities and carry out regular functions with little or no supervision.</li> <li>• Adaptable</li> <li>• Personable</li> <li>• Effective communicator at all levels both written and verbal.</li> <li>• Able to work independently and as part of a team.</li> </ul> <b>General Intelligence</b> <ul style="list-style-type: none"> <li>• Analytical experience</li> <li>• Accounts receivable knowledge</li> </ul> <b>Personal attributes</b> <ul style="list-style-type: none"> <li>• Shows flexibility in when to take annual leave and is willing to work some irregular hours when necessary.</li> <li>• Able to cope with peak workloads and deadlines.</li> <li>• Fast-paced learners who thrive on variety and can embrace change.</li> </ul>
<b>Personal Specification Desirable</b>	<ul style="list-style-type: none"> <li>• Open Accounts/EBis experience would be advantageous.</li> <li>• Previous experience of working in a Finance department or equivalent AP/AR role.</li> <li>• Knows how to relate with people throughout Solvd. and its affiliated companies, regardless of level or background.</li> <li>• Educated to Higher level, or equivalent working experience in an accounting/Finance background/part qualified AAT.</li> </ul>

## Key Behaviours

- To behave in a manner that displays our values: Dependable, Agile, Proactive, and Inclusive
- Engage in continuous improvement of day-to-day work, developing a continuous improvement mindset supported by the tools and mechanisms to enable bottom-up improvement.
- Promote the wellbeing of yourself, customers, and colleagues.
- To comply with the Company Health and Safety Policies and procedures and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues.
- Be a role model for Equality, Diversity, and Inclusiveness
- Successful completion of security and background checks
- Environmental awareness

