

## Accounts Assistant/Credit Controller

**Salary:** Up to £40,000 per annum dependant on experience

**Location:** Remote (United Kingdom)

We are looking for an experienced Accounts Assistant or Credit Controller to join our growing Finance team.

AES Sustainability Ltd is an award-winning consultancy firm that works with some of the leading UK housebuilders and developers, delivering high quality energy and sustainability advice and assessments to the construction and property industries.

As an ideal candidate you will have around 5 years relevant experience and a proven credit control record. Ideally you will be qualified in accountancy or credit control through either AAT, CICA or equivalent or have started this qualification.

### Key Accountabilities:

#### Accounts Payable

- Processing purchase invoices and credits ensuring approval processes are followed
- Process expense claims ensuring approval processes are followed
- Monitor PLEO accounts and escalate to Management Accountant as required
- Ensure Month End/ Year End cut off deadlines are met

#### Accounts Receivable

- Raise customer credit notes when required ensuring approval processes are followed
- Credit reference new clients and make credit limit decisions, escalating to MA/FD as necessary
- Manage Cash receipts daily and reconcile to bank
- Report weekly invoicing and cash receipts for banking purposes
- Issue monthly customer statements and respond to queries
- Monitor Automated dunning process and respond to queries within 24 hours
- Achieve an average DSO of 45 days
- Prepare weekly ageing and revenue reports
- Maintain Customer contacts for finance matters in NetSuite

### What makes us unique:

What makes AES different than others within the industry is our company values, these include:

- Striving for the highest quality,
- Build collaborative and supportive relationships
- Value integrity and independence
- Be forward thinking and innovative

We are passionate about providing a flexible working environment, including remote working, flexible hours and early Friday finish.

We have built strong internal communication channels with team strategy and away days, companywide social events through the year and a strong investment into internal growth and progression.

## Competencies:

### Essential:

- Strong IT literacy, with a high level of competency in Microsoft Excel in particular
- Confidence and ability to build strong working relationships with team members and other stakeholders.
- Proven team player.
- Interpersonal skills sufficient to support, advise and influence members of staff from different parts of the business whilst providing strong financial control where necessary.
- Must have - at least 5 years relevant experience and proven credit control record
- Qualification in accountancy or credit control (AAT, CICA or other) preferred but not essential
- Must have Experience in Industry and related accounting practices

### Desirable:

- Experience working with NetSuite

## Benefits:

- ✓ 25 days annual holiday allowance plus statutory days and a holiday buy/sell scheme
- ✓ Contributory pension
- ✓ Discretionary bonus
- ✓ Staff social events
- ✓ Flexible hours
- ✓ Remote working
- ✓ Life assurance
- ✓ Electric vehicle scheme
- ✓ Health insurance

AES is a proud equal opportunities employer.

Please note, due to the high volume of applications we receive for this role we reserve the right to close the advert early if enough applications have been received.

For more information or to discuss any other opportunities we have at AES please email our Recruitment Specialist on:  
E: [recruitment@aessc.co.uk](mailto:recruitment@aessc.co.uk) | T: 01884 242 050

