

## Sales & Accounts Receivable Assistant

<b>Department</b>	Finance
<b>Location</b>	Motorsport UK, Bicester Motion
<b>Hours of Work</b>	Full Time (37.5 hours per week). Core hours are Mon-Fri 09:00-17:30.
<b>Line Manager</b>	Financial Controller
<b>Direct Reports</b>	N/A

### Role Purpose

The primary remit of the Sales & Accounts Receivable Assistant will be to assist the Financial Controller and Sales team by providing administrative support through processing sales orders and first line credit control. This role must provide first-class customer service both internally and externally.

### Additional Responsibilities

- Process all sales orders on the IMIS CRM system and take payment
- Process telephone and web sales orders
- Process HTP barcode payments
- Process vehicle passport payments including liaising with Scrutineers
- Fulfilment of technical orders including helmet stickers and homologation papers
- Process and assist with the fulfilment of Starter Pack sales
- Ensure all orders are processed correctly, including VAT calculations, in appropriate batches
- Ensure all customer enquiries are dealt with and manage the 'sales' email box
- Maintain the Price List for goods and other sales items
- Raise sales invoices as required
- Run the weekly aged debt report and circulate with commentary to the finance team
- First line credit control, chasing customers by phone and / or email for payment of overdue debt
- Issue refunds to customers where applicable
- Proactively looking for opportunities to improve processes and controls
- Supporting the Finance, Sales and / or Events teams with ad-hoc projects
- Assisting the Finance team with audit and other professional advisor requests
- Provide support and cover to other members of the finance team when required



## **Qualifications, Additional Skills and Experience**

This is a hands-on role and varied role. The successful candidate will need to be motivated, focused and agile, capable of working independently but also as part of a team.

The post holder will also need to be confident in talking to customers and dealing with ad-hoc queries.

An interest in Motorsport may be advantageous but is not essential. The candidate will ideally have some experience of working in either a sales or finance administration role.

## **Additional Details**

Given the nature of our sport, some flexibility around standard working hours may be required.

At Motorsport UK we believe in encouraging a healthy balance between in person team cooperation and giving our people flexibility to help manage their life outside of work. For us we think the right balance is a day at home and the rest of week in the office.