

Franco-British organisation based in London is looking for a **French speaking Account Receivables Officer** to join an Accounting team of 4. The Account Receivables Officer, who reports directly to the Chief Accountant, must ensure that fees are billed to & then collected on a timely basis & that appropriate action is taken to recover any outstanding debtors. The Account receivables Officer will report to the Chief Accountant.

ROLE:

Billing:

- Producing invoices
- Produce Pro Forma invoices & process payments received from debtors
- Adjust billings based on any financial support received

Cash Allocation

- Allocating all payments received to the outstanding invoices for each individual
- Allocating payments received for registration fees & admin fees & re-registration
- fee advances and record them accordingly
- Refund customers for overpayments and transport

Credit control

- Chasing payments of outstanding invoices by phone, email and face to face meeting
- to ensure that payments are received in a timely manner and transactions are correctly recorded into the system.
- Liaising with the Chief Accountant, Legal Manager & Director of Administration and Finance to escalate critical cases & where necessary set up Debtors Protocols
- Setting payment terms for critical debt
- Managing the donation process from a French organisation
- Producing monthly statement for customers & annual proforma invoice where requested
- Dealing with customer queries in a prompt manner

Reporting

- Producing monthly Aged Debtors report & proposing accounting provisions for old debtors during the year end closing
- Reconciling report & providing with information when requested
- Updating the Credit Control policy with best practice
- Preparing report for bad debt.

PROFILE:

- Fluent French and English – verbal and written
- Studying towards ICM (Institute of Credit Management) or AAT
- Excel: intermediate to advanced Microsoft package
- 2-year+ consistent experience as an Account Receivables Officer with both Credit Control & Billing



- Proactive, attention to detail, ability to work to deadlines, flexible and good communication skills
- Ability to work successfully as a member of a team

SALARY & BENEFITS

- Between £25k and £30k/pa according to skills and experience
- Excellent benefits including holidays, lunch, cycle to work scheme etc.