



Position	Finance Assistant – Accounts Receivable
Team	Finance
Responsible WLFC Director/SVP	Andrew Mirsky, VP and Corporate Controller
Responsible WAML Line Manager	Steve Lockyer, Head of Finance

Summary of Role;

Responsible for the accounts receivable, credit control function and all associated duties for Willis Asset Management Limited (WAML). WAML is a \$10m aviation consultancy with a worldwide client base. WAML trades in USD, GBP and Euros and reports in USD.

Ensure all AR and cash collection activities are performed in a timely manner, to the required standards and procedures and to ensure that systems are fully reconciled each month.

Work closely with and provide support to operational managers to ensure invoicing, debt and WIP is managed to targets.

Provide cover for Finance colleagues and perform any other duties to ensure the team meets deadlines and works to the required standards.

Principal Responsibilities and Activities:

Area of activity	Responsibility
Accounts Receivable	<ul style="list-style-type: none"> • Set-up of New Clients following Company procedures and KYC requirements. • Raise customer invoices and distribute to clients on a daily basis. • Ensure that any credit notes raised have followed a credit note authorisation procedure and are recorded according to their reason within the finance reports. • Ensure all paperwork relating to the sales ledger function and client, is appropriately and wholly filed and archived. • Upon request provide client billing information and analysis as necessary. • Daily posting of AR cash and ensure cash files are fully maintained. • Actively maintain sales ledger transactions to ensure all allocations are promptly actioned.

Credit Control	<ul style="list-style-type: none"> • Responsible for the credit control function including resolution of billing related issues / queries. • Chase debts and maintain receipt forecasts for cash flow purposes • Provide statements, copy invoices and credit notes to clients as required. • Attend weekly operational meetings to assist operational managers with managing debt and WIP balances • Maintain and continue to improve Debtors reporting process
Reporting	<ul style="list-style-type: none"> • Monthly and ad-hoc Debtors reporting • Monthly and ad-hoc WIP reporting • Cash flow forecasting – receipts forecast • Provide information upon request for management reports and Operational support • Ad-hoc reporting for clients
Month End	<ul style="list-style-type: none"> • Clear down any suspense accounts and reconcile all control accounts relating to the sales ledger. • Ensure closure and reconciliation of sales ledgers in line with agreed deadlines. • Run and send statements to customers • Support the Finance team with any further requirements to ensure month and year end work is completed on time.
Other duties/ Cover	<ul style="list-style-type: none"> • Provide general administrative support to the finance function and business as a whole • Assist the Finance team with Statutory/Audit Reporting including VAT returns, EC Sales Reporting, National Statistics and Statutory Audits. • Enforce Group processes and procedures including Sarbanes Oxley (SOX) compliance • Provide holiday/absence cover for colleagues within the Finance team when necessary.

Job Descriptions will be reviewed and discussed annually in line with the Staff Appraisal Scheme.