

thought

Accounts Receivable Assistant

Thought is an award-winning fashion business that is rapidly growing in strength and reputation through its innovative clothing designs from natural and sustainable materials. Established almost 20 years ago **Thought** has a thriving Wholesale business with more than 1,000 stockists across the UK and internationally alongside a rapidly growing ecommerce business dispatching globally.

The strength of the **Thought** brand has been created with the energy, commitment, talent and enthusiasm that our engaged and successful team deliver to the highest standards.

We are recruiting for an **Accounts Receivable Assistant** to join our Finance Team. You will be a strong performer with a keen eye for detail and enjoy problem solving and thinking logically. You will ensure timely payment is received for goods and services, whilst maintaining good customer relations. Answering billing queries and initiating collections on accounts that are past due date. Initiating payment resolutions with the customer as necessary and ensuring that records are kept and maintained in an orderly fashion.

Working closely with the finance team, as well as other business functions, your responsibilities will include:

- Run credit checks for new customers including checking references as necessary
- Manage, investigate and deal with any customer queries
- Open new customer accounts in our system
- Communicate with customers through all channels
- Develop and maintain relationships with both internal and external stakeholders
- Chase remittance advice and accurately allocate customer receipts
- Communicate with clients about billing discrepancies and questions
- Maintain and create new season payment plans for customers
- Chase overdue balances
- Prepare bank deposits
- Send out customer bank receipts & record and bank received cheques
- Process adjustments & customer statements
- Produce aged debtors reports on a weekly basis
- Reconcile web sales vs receipts
- Maintain files and records
- Ad Hoc tasks for the finance team including holiday support

A bit about you:

- Two years of experience in a similar role is required
- Experience in Sage & Dynamics 365 is highly preferred
- Qualified in AAT or working towards completing AAT qualifications

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- Proficient in Microsoft Office, especially in Excel
- Excellent written communication skills and numerical skills
- Interest in sustainability

What's in it for you?

Competitive salary package

Seasonal gift card to buy products

Company Pension

Company events

Generous clothing discount

Paid Volunteering day

Paid sick days

Additional annual leave

This is a fantastic position for someone looking to make a jump up in their career and join an exciting fast paced business currently in its growth period.