



Job Description

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

<p>Summary of Role;</p> <p>Reporting to the Management Accountant.</p> <p>Responsible for the accounts receivable, credit control function and all associated duties for Willis Asset Management Limited (WAML) and Willis Aviation Services Limited. WAML is a \$10m aviation consultancy with a worldwide client-base based in Bridgend. WASL is an \$6m Aviation Services company based in Teesside International Airport.</p> <p>WAML and WASL trade in USD, GBP and Euros and reports in USD.</p> <p>Potential to develop into AR Supervisor as business grows. Position is available due to internal promotion.</p> <p>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.</p> <p>Work closely with and provide support to operational managers to ensure invoicing, debt and WIP is managed to targets.</p> <p>Provide cover for Finance colleagues and perform any other duties to ensure the team meets deadlines and works to the required standards.</p>
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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. • Daily posting of AR cash and ensure cash files are fully maintained. • Actively maintain sales ledger transactions to ensure all allocations are promptly actioned.

Area of activity	Responsibility
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 Management Accountant 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 • 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.