



Job Title:	Sales Ledger Administrator
Department/Team:	Finance
Reports To:	Finance Manager
Location:	Chiswick Avenue, Mildenhall (up to one day a week working from home dependent on business needs)
Date:	May 2026

Job Purpose

To manage the company's sales ledger and credit control processes, ensuring accurate invoicing, timely cash collection, and reliable customer account information. The role plays a key part in supporting cash flow and maintaining strong relationships with customers and internal teams.

Key Responsibilities

Sales Ledger

- Raise and post customer invoices and credit notes accurately and in a timely manner.
- Match proof of delivery (POD) documentation to sales orders and resolve discrepancies.
- Maintain accurate customer account records within the accounting system.
- Ensure all transactions are correctly coded and recorded.

Credit Control

- Monitor customer accounts and proactively follow up outstanding debts.
- Maintain regular communication with customers to resolve payment queries.
- Produce and review aged debt reports and escalate issues where appropriate.
- Support setting and reviewing customer credit limits and terms.

Cash Allocation & Bank

- Record daily customer receipts and allocate against invoices.
- Perform regular bank reconciliations and investigate any variances.
- Liaise with internal teams to confirm receipt of customer payments where required.

Month-End

- Reconcile the sales ledger and ensure a clean and accurate period-end close.
- Prepare supporting documentation for month-end reporting.
- Assist the Finance Manager with any required adjustments or reconciliations.

Payroll & Reporting Support

- Post payroll journals accurately to the accounting system.
- Assist with preparing and sharing basic financial or operational reports as required.



Communication & Collaboration

- Work closely with the sales, customer service and operations teams to resolve queries quickly.
- Maintain strong working relationships with customers and internal stakeholders.
- Support a proactive and collaborative team environment.

Additional Duties

- Support the Finance Team with day to day operations when required for example where a team member is absent and/or there is increased workload.
- Support with monitoring the finance shared inboxes, ensuring that email requests are dealt with in a timely manner.
- Assess workload and arrange cover where necessary, coordinating with the Finance team and Finance Manager.
- Ensure SOPs are followed for all duties where appropriate, updating where needed and arranging approval from Finance Manager. Suggest any SOPs or Processes that are missing to improve workflow, control and clarity.

Health and Safety

- Adhere to all health and safety practices and procedures across production and the business.
- Attend Toolbox Talks to keep up to date with any changes to health and safety legislation, process and/or policy.
- Report any health and safety concerns or incidents and accidents.
- Maintain correct Personal Protective Equipment (PPE) needed for the role, reporting any defects or additional PPE that may be needed.

Other:

- Be an ambassador for JKH's brand and values - demonstrate the company values through behaviour and ways of working:

Integrity - Act with honesty and deliver on promises. Maintain strong moral principles at all times regardless of who is watching.

Accountability - Safety is the priority, don't cut corners. Everything is done to the highest standard and always look for what can be improved. Take ownership of tasks and do not walk past a problem expecting the next person to deal with it.

Collaboration - Co-operate with others to achieve team goals. Treat everyone with respect and provide support where you can.

- Undertake any training and development as required by the business.
- Attend meetings as required by the business.
- Undertake ad hoc projects as required by the business.
- Any other duties as required by the business.

Knowledge, Experience and Technical Skills

- Previous experience of working in a Finance team.
- AAT level 2 (or similar).
- 5 GCSE's at grade 4/C or above, including English and Maths.
- Good knowledge of MS packages including Outlook, Word, and Excel.



- Excellent communication skills, good attention to detail and be able to prioritise effectively.
- Good time management.
- Have a proactive continuous improvement mindset and be able to support colleagues across the business.
- An enthusiastic engaged attitude and eagerness to help JKH to continue to grow as a business.

Person Specification

- Engaged attitude and eagerness to learn the role and develop personally and professionally.
- Role Model behaviour - lead by example, follow and reinforce JKH's values.
- Receptive to new ideas and can listen and implement new ideas.
- Continuous Improvement Mindset.
- Accepts personal responsibility to make things happen.
- Earns credibility and trust.
- Good at planning, problem solving and decision making.
- Ability to work as part of a team and develop good working relationships with all stakeholders.