



**Broadband for the Rural North Ltd, Station Yard, Melling, Carnforth LA6 2QY
Registration no. 31352R**

JOB DESCRIPTION

Name: to be recruited
Position: Temporary Accounts Receivable Officer
Reports to: Finance Manager
Line Manager to: none

ROLE

To Assist the Acting Accounts Receivable Section Leader during the period of the substantive Accounts Receivable Section Leader's maternity leave, in transactional and customer-contact duties in all Accounts Receivable Matters.

RESPONSIBILITIES:

- Creating new Customer Accounts on the Sage Accounting system from information supplied by the Connections Team from the CRM (Customer Relationship Management) system.
- Raising initial Connection charge invoices
- Raising monthly broadband internet subscription invoices
- Raising miscellaneous invoices and credit notes when needed
- Managing allocation of cash to the correct customer account
- Liaising with customers by 'phone and email to resolve any accounts issue they may have
- Undertake appropriate training needed for the role.
- Administrative support to Finance Department when needed.
- Any other necessary duties considered necessary by the Line Manager, consistent with the role.