

Job title	<i>Accounts Clerk</i>
Reports to	<i>Supply Chain Supervisor</i>
Location	<i>Seko LHR –Egham</i>
Key interface	<i>Colleagues, manager, clients, legislative authorities</i>

Job purpose

To support the Compliance Manager and the team in the administration and organization of compliance, billing and customs tasks. To take on projects as directed by the manager and to resolve queries and processes through to fruition.

Key duties and responsibilities

- Billing compliance - To check invoices are correct against charges and to ensure invoices are correctly inputted into the system and according to the billing sheets provided by the manager.
- Supplier Invoice auditing - Checking and confirming that supplier charges are correct and inputting them into Cargowise.
- Invoicing – inputting charges/ costs and sell rates into cargo wise.
- Customs entry compliance – ensuring customs clearance entry has been inputted correctly and processed accordingly
- Resolving customer queries – effectively and efficiently
- Resolving internal queries and adapting new processes effectively and efficiently
- Reports – creating reports for the warehouse (Circle) as required
- Filing of the closed import/ export files into departmental storage
- Scanning required documents for clients and sending them as part of the process as required in a timely manner.
- To immediately escalate and problems or issues to the line manager
- Any reasonable request of management.

Qualifications and key skills

Qualifications include:

- Freight Operational experience – not necessary but an advantage
- Working knowledge of Excel
- General MS Office application knowledge
- Attention to detail
- Intuitive
- Hardworking
- Able to meet strict deadlines
- Able to work under pressure
- Professional but able to blend in with a relaxed team / department

KPI's

- Various billing deadlines based on customer agreements
- Internal company deadlines

Other Duties

- To apply and practice unit rules and regulations
- To apply and practice Health and Safety instructions and regulations
- To apply all Statutory requirements as instructed
- Embrace, demonstrate and promote good customer service at all times
- Undertake a programme of personal development in line with the company process
- To protect and ensure the security of the building and the goods and items within it.
- To adhere to all Staff handbook directives
- Undertake any other duty deemed reasonable by your manager

Working conditions

Working conditions may include occasional overtime, working with challenging clients, and in a highly targeted fast paced environment. The job holder is required to adequately manage themselves in an environment with the pressure of a fast paced and highly targeted work environment and to communicate any excessive pressure or other types of demands.

Physical requirements

This role requires particular physical attributes due to its nature and tasks. A standard of physical health and fitness is required i.e.:

- good vision, good hearing,
- ability to sit for long periods of time
- ability to work 37.5 hours per week in the Egham office as standard.

Additional Information

This job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Agreement to this job description does not confirm employment status. Employment or worker status will be confirmed alongside all notable terms, within the offer letter and contract of engagement or worker agreement.
