

# SALES & CREDIT CONTROL ADMINISTRATOR

Based in  
Newcastle-upon-Tyne

Full Time  
From £18k - £21k pa

Vocare are seeking to appoint a Sales & Credit Control Administrator who will work as part of the Vocare Finance Team. This will involve interacting with Finance clients across Group Companies and delivering high quality assistance to the Finance Manager with various accounting duties across the Vocare Group.



Within this role the successful applicant will also raise and post sales invoices, maintain accurate records of monthly customer invoicing and operate robust credit control procedures. Additional duties will include liaising with customers ensuring all records and details are up to date, responsibility for period end procedures on Accounts Receivable Ledgers, assisting the Finance Manager with regular cash flow forecasts, and other ad hoc duties as required.



Candidates will have relevant commerce and industry experience, be capable of using their initiative, have a 'can do' attitude and be comfortable interacting with senior and operational management. Excellent interpersonal, negotiation, oral and written communications skills are also prerequisites to succeed within this role.

We can offer the successful applicant a range of excellent benefits including a pension scheme, a great working environment and fantastic opportunities for progression within a growing organisation.

**This role will be based in Newcastle-upon-Tyne to work on a Full-time basis Monday-Friday**

Vocare is operational 24 hours a day, 7 days a week, 365 days a year and occasional flexibility around these hours may be required.

For further information about this role or to apply, please visit our website:  
[www.vocare.org.uk/careers-vacancies](http://www.vocare.org.uk/careers-vacancies)

Or contact us on: **0300 013 4885** or email: [vocarerecruitment@vocare.nhs.uk](mailto:vocarerecruitment@vocare.nhs.uk)



@Vocarecareers

**Closing Date: 17th February 2019**