

WE'RE HIRING A SALES LEDGER COORDINATOR

Salary: £25,500 - £28,500

📍 Halesworth, Suffolk

GET ABOARD OUR
ROCKET SHIP

Job Summary

As part of the Finance team the Sales Ledger Coordinator will complete sales reporting, raise sales invoices and control the sales ledger ensuring that payments due to the company are received. You will also be managing debtors with the Head of Finance, whilst achieving the set department KPIs. Alongside payroll administration, online banking and rotation of roles with the Purchase Ledger Coordinator to ensure 360-degree cover.

Shift Pattern: Monday to Friday 8am-5pm



What Is On Offer

- Monthly Employee Events
- Cool working environment
- Extra 1 Day Holiday for Every 2 Years' Service up to 5 Extra Days
- Generous Compassionate and Emergency Leave Policy
- Sick Pay Scheme
- Flexi-time Scheme
- 30 Days Holiday (inc. Bank Holidays)
- 3.25% Employer Pension Contribution

What We Need From You

- Experience of processing sales ledger and dealing with queries
- Part or Full AAT Qualification desirable
- Calm, collected and adaptable attitude
- Excellent excel and IT system skills
- Able to commit and demonstrate compliance with the Herrco Cosmetics Behaviours: Positive, Proactive, Dependable, Adaptable and Determined

About Herrco Cosmetics

A thriving family-owned business based in Halesworth, Suffolk that has been rapidly growing for 30 years and now employs over 250 staff across many different specialisms.

We are an innovative cosmetics manufacturer specialising in award-winning bespoke beauty product development and formulation, spanning skincare, bath and body care, haircare, sun care and much more.

We recruit people onboard our rocket ship who believe in the things we do, who are motivated, hardworking, and make it happen!



For a Glimpse of #TeamHerrco
and Our Working Environment,
Check Out Our Video!

<https://bit.ly/3mp1Xq6>

Interested? Apply At:
www.herrco.co.uk/careers.htm

www.herrco.co.uk

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 www.linkedin.com/company/herrco-cosmetics

 www.instagram.com/herrco_cosmetics

 www.facebook.com/HerrcoCosmeticsUK