

JOB DESCRIPTION

Original Style has celebrated over 30 years as a successful tile manufacturer, importer and distributor and is a leading global tile supplier with a strong presence in 48 countries worldwide. We have been producing high quality tiles in our factory in Exeter, Devon, since 1986 and we offer a wide range of products - from contemporary large format wall and floor tiles to hand-finished glazed tiles designed in-house. Tiles are our craft and we are committed to manufacturing using traditional techniques teamed with state of the art technologies. We also source original and innovative tiles for our collections from across the globe, such as our unique glass products and mosaics, enriching our collections for a truly versatile choice. The key to our success is the experience of our highly skilled designers and craftspeople, showroom experts, customer service and all support functions who make it a priority to ensure customer experience excellence throughout each stage of their journey with us.

With circa 190 employees, 14 tile showrooms and a global network of retailers, Original Style is committed to continuous development as an industry leader. We have ambitious plans to open more of our own retail showrooms and to grow as a business. Your growth is equally important to us – we will support you to reach your full potential and achieve your personal development goals.

JOB TITLE: ACCOUNTS CLERK - SALES LEDGER

DEPARTMENT: FINANCE

REPORTS TO: FINANCE MANAGER

PURPOSE OF THE ROLE

As part of the Original Style Finance Team, you will be supporting the Sales Ledger function. This role is ideal for someone who wants to obtain experience in the foundations of finance.

MAIN RESPONSIBILITIES

- Sales Ledger.
 - Posting receipts to the correct customer ledger.
 - Allocating payments to sales invoice.
- Contacting customers for Remits if unable to allocate the receipt.
- Post bank statements to Business Central (BC).
- Manage retail end of day's takings and reconcile the daily takings for cash.
- Support Retail for processing Bacs receipts.
- Support for credit control to answer queries regarding their account.
- Release sales orders and check validation.
- Monitor retail sales entries on a weekly basis to ensure no unpaid invoices and raise queries with retail.

These are the main functions of the job but the incumbent may be required to carry out other duties as may be reasonably required to meet the demands of the business.

This will include cover for other members of the finance team during busy periods and holiday cover.

HEALTH AND SAFETY

- Endorse and promote a positive and conscious health and safety culture within the Company. Ensure always take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Ensure compliance with all health and safety, quality and human resource policies and procedures of Original Style.

PERSON SPECIFICATION

To succeed in this role the person needs to:

- demonstrate excellent numeric skills;
- demonstrate accurate data entry skills with good attention to detail;
- be IT literate with good MS Office skills, especially Excel;
- have experience of using a finance package, knowledge of using Business Central would be an advantage;
- possess excellent communication skills;
- have an ability to work under pressure;
- be able to prioritise day-to-day procedures.

REMUNERATION AND BENEFITS

We offer a competitive salary and benefits including a contributory pension scheme, holiday increasing to 26 days with service plus public holidays, staff discounts and Medicash Healthcare Cashplan (including shopping, travel and gym discounts). In addition there is structured training and the potential for career progression within our growing dynamic Company.

BACKGROUND INFORMATION ON ORIGINAL STYLE LIMITED

Please refer to the following websites: <http://www.originalstyle.com>
<https://www.clayandrock.co.uk>
<http://www.designworkstiles.com>
<https://www.countytilewarehouse.co.uk>

LOCATION

Original Style is based in air-conditioned offices with free parking close to junction 30 of the M5 at Falcon Road, Sowton Industrial Estate, Exeter, Devon, EX2 7LF.

HOW TO APPLY

Applicants should send their CV and a cover letter (including current salary and salary expectations) to Diane Smith, Human Resources Manager by email to dsmith@originalstyle.com.