

Job Title: Accounts Receivable Manager

Location: Kendal, Manchester

Job Type: Full-time

Company Overview:

At Impact Trading, we believe in the power of quality. We are dedicated to distributing only the finest products from the most reputable brands, ensuring that our customers have access to the best materials, and finishes available on the market. As we continue to grow and expand, we are looking for an experienced and highly motivated Accounts Receivable Manager to join our dynamic finance team.

Job Summary:

The Accounts Receivable Manager will oversee the accounts receivable function within the finance department, ensuring that all payments are processed accurately and in a timely manner. This role involves managing a team, developing and implementing best practices for receivables management, and collaborating closely with other departments to resolve payment issues and optimize cash flow. The ideal candidate will be a detail-oriented and results-driven professional with strong analytical skills and leadership capabilities and extensive experience in accounts receivable management.

Key Responsibilities:

- Monitor customer accounts and follow up on overdue payments via email, phone calls, or written correspondence.
- Ensure the accurate and timely payments of invoices, effective credit management, and that payment terms are being adhered to.
- Generate and maintain detailed accounts receivable reports for internal use and management review weekly.
- Maintain up-to-date records of all customer payments, refunds, and outstanding balances and ensure the timely resolution of payment disputes or inquiries.
- Develop and implement strategies to minimize outstanding accounts and overdue payments.
- Manage cash flow through the efficient collection of outstanding balances.

- Provide regular reports on the status of accounts receivable, including aging reports, collections progress, and cash flow forecasts. Analyze trends and develop strategies to improve the overall receivables process.
- Work closely with the sales department to ensure seamless communication and prompt issue resolution.
- Ensure that all client data is accurately entered into the system and maintained.
- Ensure all accounts are reconciled regularly, with any discrepancies identified and resolved promptly. Maintain up-to-date and accurate records of all accounts.
- Continuously assess and improve internal processes for invoicing, collections, and account reconciliation to streamline operations and reduce outstanding receivables.
- Prepare documentation and assist with both internal and external audits related to accounts receivable.
- Ensure compliance with company policies, legal requirements, and industry best practices related to accounts receivable.
- Monitor and assess credit risk for new and existing customers.
- Other duties as required related to accounts receivable functions.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field is required.
- A minimum of 3 years of experience in accounts receivable management, with at least 1 year in a supervisory or management role. Experience in distribution or manufacturing industries is a plus.
- Proven ability to lead, motivate, and manage a team, as well as foster a collaborative work environment.
- Advanced proficiency in Microsoft Excel (pivot tables, VLOOKUP, and complex formulas).
- Proficiency with Quickbooks software.
- Strong verbal and written communication skills, with the ability to effectively interact with customers, internal teams, and senior management.
- Strong attention to detail with an ability to spot discrepancies and ensure accuracy in financial records.
- Excellent written and verbal communication skills. Ability to interact professionally with customers and internal teams.
- Excellent analytical and problem-solving abilities, with a proactive approach to resolving issues and minimizing financial risk.

- Strong analytical and problem-solving skills, with the ability to troubleshoot issues and find efficient solutions.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.

Preferred Qualifications:

- Experience in a similar role within a corporate environment or relevant industry.
- Familiarity with billing procedures and credit management practices.
- Basic understanding of financial accounting principles.
- Certification in accounts receivable, finance, or credit management (e.g., CPA, CMA, or similar) is advantageous.