

Ledger Officer – Sales Ledger

Job Description

The Role

Job title:	Ledger Officer – Sales Ledger
Department:	Finance
Responsible to:	Finance Supervisor
Location:	Cirencester
Salary:	Grade 5 (£26,707 to £31,236 p/a)
Term:	Permanent, 35 hours per week
Relationships with:	Staff and customers

Purpose

The Ledger Officer role is responsible for supporting the financial operations of the Finance Department, working closely as a member of the Finance team and providing cover for other Ledger Officer tasks in order to meet the requirements to support the operations of the RAU.

These duties include but are not limited to:

- Reconciling relevant ledger accounts, primarily at month and year-end;
- Dealing with internal and external customers and responding quickly and efficiently to queries;
- Identifying and recommending/implementing improvements to ledger processes;
- Representing the Finance Department at meetings and assisting with ad hoc projects as requested;
- Providing cover for other Ledger Officers as required;
- Ensuring up to date knowledge of processes and systems is maintained.

Key Responsibilities

- 1 Raising of commercial sales ledger invoices as requested by RAU staff.
- 2 Dealing with customer and staff queries relating to the commercial sales ledgers as required, ensuring the prompt collection of debts. Maintaining good customer relationships both internally and externally.

- 3 Monitoring outstanding commercial debt and carrying out debt recovery procedures in accordance with the RAU debt collection policy from initial debt chasing to pursuing recovery through more formal means.
- 4 Preparing month-end and year-end sales ledger reconciliations, reporting on the debt position and advising of any old debts which may need to be provided against.
- 5 Maintaining the credit control notes on the finance system and keeping accurate records of debt collection.
- 6 Raising of student ledger invoices and assisting with queries when required.
- 7 Assisting Student Ledger Officer in recovering student ledger debt and providing cover as required.
- 8 Downloading of commercial conference invoices from the KX system
- 9 Requesting new customer accounts are set up on the finance system.
- 10 Providing cover for the Cashier as required.
- 11 Providing administrative support for the Finance Ledger team when required and completing other tasks as are reasonably requested by the Finance Supervisor/Head of Department.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Qualifications	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C – Test / Exercise
A good standard of education, GCSE or equivalent, must include Maths	E	A

Knowledge, Skills & Experience	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C – Test / Exercise
Recent working experience in a busy accounting function with Sales ledger and credit control experience	E	A
Computer literacy. Good knowledge of Excel, Word and Outlook	E	A, B
Excellent communication skills, ability to communicate effectively at all levels	E	B
Experience of Access Dimensions or similar accounting package	D	A
Able to organise and prioritise own workload	E	B

Able to work as a supportive member of a team in a very busy office	E	B
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Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Juliet Baxter, Finance Supervisor
(Juliet.baxter@rau.ac.uk)
- **Closing date:** 28 June 2026 with **Interviews on:** 8 July 2026
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.
- Please note that successful candidates will normally be appointed at the minimum point of the salary scale and may progress through the range over time. Appointment above the minimum point will only be considered where a candidate can demonstrate exceptional skills, qualifications, or experience directly relevant to the role.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.