



Job Role: Accounts Receivables Assistant

Reporting to: Global Accounts Receivable Manager

Description:

The role of Accounts Receivables Assistant will be to process activities in the accounts receivable function for Kallidus Group of Companies under the direction of the Global Accounts Receivable Manager.

Key Responsibilities:

The role contains the following responsibilities:

- Raise and submit invoices and statements to customers.
- Process customer payments.
- Coordinate with customers to resolve any discrepancies or payment issues .
- Prepare and present reports on accounts receivable status.
- Assist with month-end closing processes.
- Participate in financial audits and provide necessary information.
- Provide additional support for the Kallidus Finance team as required and when the workload allows.
- Ad-hoc duties as required.

Required Skills, Experience and Behaviours:

- Experience of operating the accounts receivable sub-ledger, ideally in a SaaS business.
- Good working knowledge of general accounting procedures including basic double-entry, VAT.
- Finance systems experience (Sage Intacct) .
- Good understanding of collections.
- Experience with Salesforce CRM preferable.
- Good written and oral communication and numeracy skills.
- Unquestionable integrity .
- Consistently high levels of accuracy and attention to detail.
- Well organised, flexible, and able to handle multiple and changing priorities .
- Pragmatic and logical approach to challenges and problem solving.
- Willing and able to learn new skills .
- Proactive self-starter but also an effective and approachable team member.

Equal Opportunities Employer

Kallidus is a disability confident employer. We work hard to build an explicitly inclusive space where everybody belongs. Kallidus is a supportive, caring, and enjoyable working environment for all our people, and we are committed to furthering the diversity of our teams.

Diversity brings innovation and creativity through different views, backgrounds, and opinions; as a people-first organisation, it's crucial that our teams reflect global diversity.





Our people are the heart of our success, and diversity is what drives that. Kallidus positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, pregnancy or maternity.