

# **Accounts Receivable Officer**

Candidate information pack

**Together we make it possible**



**Affinity**  
Trust

# We are Affinity Trust.

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Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise our support to people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

## Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

**Together we make it possible.**



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# Purpose

**Our purpose is supporting people to live their lives, their way.**

## Our values



**People are at the heart of everything we do.**

We listen, we learn, we build on strengths



**We give our best.**

What we do matters. Good days and bad. We take responsibility.



**We work together.**

We are one team and value people's strengths and differences. We are open and trusting with each other.



**We have courage.**

We try new things. We are creative and adaptable.

# Accounts Receivable Officer

## Job description

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**Reports to: Finance Controller**

### Job Purpose

The purpose of this role is to ensure the accurate and timely processing and reporting of key accounts receivable activities at Affinity Trust.

### Key Responsibilities

- Preparing and issuing invoices to Local Authorities and private clients on a weekly, fortnightly, four-weekly, and monthly basis.
- Producing ad hoc invoices for mileage charges and client recharges.
- Processing and issuing credit notes accurately and efficiently.
- Allocating cash receipts against outstanding invoices and maintaining accurate financial records.
- Generating customer statements and proactively managing aged debt recovery.
- Collaborating with the operations team to ensure billing information is received accurately and within required timescales.
- Liaising with Local Authorities to ensure invoices are received, processed, and paid promptly.
- Investigating and resolving invoice queries in a timely and professional manner.
- Managing and resolving underpayment issues and payment discrepancies raised by Local Authorities.
- Reconciling designated balance sheet accounts to ensure assets and liabilities are accurately recorded and appropriate corrective actions are taken.

## Person Specification

Factor	Essential	Desirable
<b>Values</b>	<p>Demonstrates organisational values:</p> <ul style="list-style-type: none"> <li>• <b>People at the heart of everything we do</b> We listen, we learn, we build-on strengths.</li> <li>• <b>We give our best.</b> What we do matters. Good days and bad, we take responsibility.</li> <li>• <b>We work together.</b> We are one team and value people's strengths and differences. We are open and trusting with each other.</li> <li>• <b>We have courage.</b></li> <li>• We try new things. We are creative and adaptive.</li> </ul>	
<b>Skills, Competency &amp; Values</b>	<ul style="list-style-type: none"> <li>• Excellent written, verbal, and interpersonal communication skills, with the ability to communicate effectively via telephone, email, and face to face.</li> <li>• Highly self-motivated with the ability to work independently and take initiative.</li> <li>• Strong organisational skills with the ability to prioritise and manage workloads effectively.</li> <li>• Exceptional attention to detail and a high level of accuracy in all aspects of work.</li> <li>• Strong analytical and problem-solving abilities, with a proactive approach to resolving issues.</li> <li>• Effective time management skills, with the ability to meet tight deadlines and perform well under pressure.</li> <li>• Collaborative team player with experience working across Finance and Operations teams.</li> <li>• Proactive and solution-focused approach to identifying and improving processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of the health and social services sector</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least one year experience in a similar role</li> </ul>	
<b>Other Specific Requirements</b>	<ul style="list-style-type: none"> <li>Ability to prioritise competing demands</li> </ul>	

## Next steps

## Are you ready to join us?

### Salary and Benefits

The salary for this role is £31,519.46 pro rata, offered on a full-time basis. This is a fixed-term contract for a period of 3 to 6 months.

31 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.

- **Hybrid working** - We recognise that offering our employees the flexibility to work two days in the office and three days from home not only enhances productivity and sparks creativity but also cultivates stronger collaboration through a blend of in-person and remote interactions.
- **Stream** – an app that gives you access to a percentage of your pay as you earn it, access to coaching, vouchers, discounts, cashback and more.
- **Blue light card** – we will reimburse your Blue Light Card membership which provides discounts in your favourite shops and restaurants.
- **Simplyhealth** - Fully funded health cash plans giving you access to a 24-hour GP, money back on prescriptions, dental treatment, opticians and access to many more health benefits.
- **Buy and sell annual leave** – transfer windows open twice a year.
- **Pension and Life Assurance** - you'll be enrolled into our Scottish Widows pension scheme and Life Assurance scheme.

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