aes renewables

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Accounts Receivables Coordinator

Join aes renewables

Permanent, Full-time
Based in Lea Road, Forres, IV36 1AU OR Craig Road, Dingwall, Ross-shire, IV15 9LE
Salary: £25,353.25 to £27,991.14 depending on experience

aes renewables
At aes renewables, we have been helping homes, businesses and communities across Scotland make confident renewable energy choices since 1979. We design, install and support renewable energy systems including solar PV, heat pumps, battery storage and off-grid solutions. Our work is built around quality, practical expertise, clear advice and long-term customer support.

We are now looking for an organised, proactive and detail-oriented **Accounts Receivables Coordinator** to join our Finance team.

This is an excellent opportunity for someone with experience in accounts receivable, sales ledger or credit control who enjoys taking ownership of their work, solving problems and contributing to the financial success of a growing renewable energy business.

THE ROLE

As Accounts Receivable Coordinator, you will play an important role in ensuring all customer revenue is accurately invoiced, recorded and collected, supporting effective cash flow management and the financial performance of aes renewables.
You will take ownership of the accounts receivable process, proactively identifying billing opportunities, managing outstanding debt, maintaining accurate customer accounts and ensuring that all billable revenue is captured.
Working closely with the Finance Manager, Finance team and colleagues across the business, you will help maintain strong financial controls, resolve invoicing and payment queries and support accurate revenue reporting.
This role would suit someone who is highly organised, enjoys working with numbers, has excellent attention to detail and is confident communicating with customers and colleagues.

KEY RESPONSIBILITIES

- Review billing activity across the business to ensure all deposits, completed work, installations, servicing and maintenance work, and recurring contract income have been invoiced correctly.
- Identify missed or delayed billing opportunities and ensure all billable revenue is captured.
- Take ownership of credit control, proactively following up outstanding payments and helping to reduce aged debt.
- Maintain accurate customer accounts, allocate payments and complete account reconciliations.
- Prepare and post accrued and deferred income journals.
- Investigate and resolve customer invoicing, payment and account queries promptly and professionally.
- Support revenue reporting and month-end reconciliation activities.
- Provide guidance and support to colleagues on VAT queries and review invoices for VAT compliance.
- Manage the direct debit process for service and maintenance plan customers.

- Oversee the financial administration of customer RMAs and associated customer account adjustments.
- Manage the Finance mailbox, ensuring emails are actioned, allocated, archived or escalated appropriately.
- Work collaboratively with colleagues across the business to improve billing accuracy, revenue controls and cash collection performance.

WHAT WE ARE LOOKING FOR

We are looking for someone who combines strong financial administration skills with excellent attention to detail, a proactive approach and the confidence to take ownership of accounts receivable activities.

You will be comfortable managing competing priorities, investigating discrepancies and building positive working relationships with customers and colleagues.

Essential:

- Previous experience in sales ledger, accounts receivable or credit control.
- Good understanding of invoicing, payment allocation, customer account reconciliations and debt collection processes.
- Excellent attention to detail and accuracy when processing financial information.
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines.
- Good communication skills and the ability to build positive working relationships with customers and colleagues.
- Confidence in investigating and resolving invoicing, payment and account queries independently.
- Good Microsoft Excel skills and experience using finance systems.
- A proactive and organised approach with the ability to take ownership of responsibilities and follow tasks through to completion.
- Ability to maintain accurate financial records and handle confidential information professionally.

Desirable Experience:

- AAT qualification or working towards an AAT qualification.
- Experience using Xero, SimPRO, Stripe, GoCardless or similar finance systems.
- Understanding of recurring billing, service plans, direct debits and contract income.
- Knowledge of VAT requirements and their application to customer invoicing.
- Experience preparing revenue reports and supporting month-end reconciliations.
- Understanding of accrued and deferred income accounting.
- Experience identifying improvements to billing processes, revenue controls and debt recovery procedures.

WHAT SUCCESS LOOKS LIKE

In this role, success means:

- Customer revenue is invoiced accurately and on time, ensuring all billable activity is captured.
- Outstanding debt is proactively managed and reduced, supporting healthy business cash flow.
- Customer accounts are accurate, reconciled and maintained to a high standard.
- Revenue reporting is reliable, accurate and supports effective business decision-making.
- Billing queries and discrepancies are investigated and resolved promptly.

- Revenue controls and billing processes are continuously improved.
- Positive working relationships are maintained with customers and colleagues across the business.
- Above all, you take ownership, remain organised and consistently deliver accurate, high-quality work.

WHY JOIN?

Joining aes renewables means becoming part of an established Scottish renewable energy business with decades of experience and a clear focus on the future.
We offer:

- Long-term employment with an established Scottish company.
- The opportunity to contribute to a business operating in the renewable energy sector.
- Opportunities to develop your finance, accounting and commercial skills.
- A collaborative working environment where teams share knowledge and support one another.
- A varied role working closely with Finance and colleagues across different areas of the business.
- The opportunity to take ownership of work that directly contributes to the financial performance and continued success of the company.

Our values shape how we work. We aim to be **Brilliant, Consistent, Calm and Grounded**, taking pride in quality, accountability, strong relationships and doing the right thing for our customers and colleagues.

BENEFITS

- Company pension
- Private medical insurance
- Life insurance
- Annual salary review in line with company policy and performance
- Employee discount
- Cycle to work scheme
- Health and wellbeing programme
- Free on-site parking

EQUAL OPPORTUNITIES

aes renewables is an equal opportunities employer. We welcome applications from all suitably qualified individuals and are committed to creating an inclusive workplace where everyone is treated fairly and with respect.

HOW TO APPLY

If you have experience in accounts receivable, sales ledger or credit control, excellent attention to detail and a proactive approach to managing financial processes, we would be pleased to hear from you. Please send your CV to hr@aes-renewables.co.uk.

CLOSING DATE: Friday, 13 November 2026

Apply