

Job Title:	Billing Assistant
Department:	Finance
Reporting to:	Billing Manager
Date:	July 2023
Salary:	£16,000 to £17,000 pa
Progression:	AAT

Job Overview

The Billing Assistant will assist the Billing Team with ensuring the billing is always running efficiently and effectively. Billing should be completed promptly and accurately to ensure a smooth process and great customer service for our clients.

The Billing Assistant works closely with other members of the Billing Team and the wider Finance Team. They will also hold key relationships with providers, customers, and internal stakeholders, always maintaining good channels of communication.

This is a great opportunity for someone with previous finance experience to join a team where they will continue with their development in a supportive environment. Equally, this role is suited to someone new to finance but who has an interest in pursuing a career within accounting.

Role Responsibilities

Key responsibilities will include but not limited to:

- Accurately process, check and post invoices from our billing systems to Sage in real time to facilitate the timely production of the management accounts.
- Reconcile charges from telecommunications providers and engineers with internal service desk notes and bill to our customers where applicable.
- Resolve billing queries.
- Provide support as required in external audits.
- Monitor central mailboxes and action messages accordingly.
- Provide assistance to other departments as required.
- Answering telephone and general administration.

Skills & Experience

Key Skills and Experience would include but not limited to:

- Experience of accounting software Sage 200 – Desirable. Full training provided.
- Proficient user of Office 365
- Experience in accounts department or in an office environment. Someone with a keen interest will also be considered without previous experience.
- Experience of communicating with internal and external stakeholders.
- 5+ grade 5-9 at GCSE
- GCSE Maths & English – Grade 6+

Personal Qualities

- Planning and organizing
- Communication skills
- Teamwork
- Inquisitive and keen to learn
- Accuracy
- Punctual and reliable

Equal Opportunities:

We are an equal opportunity employer. We will consider all qualified applicants for employment without discrimination on grounds of disability, gender or gender orientation, pregnancy or maternity leave status, race or national or ethnic origin, age, religion or belief, gender identity or re-assignment, marital or civil partnership status, protected veteran status (if applicable) or any other characteristic protected by law.

Right to Work:

Please note that this role requires the successful applicant to be permitted by the UK Home Office to live and work in the UK”