

BILLING ASSISTANT

Monday – Friday: 9am – 5pm or 10am - 6pm

We are looking for an **Immediate start –Billing Assistant or a Junior Billing Assistant looking for the next step up**, within a excellent attention to detail and numbers and can hit the ground running, within a great supportive and friendly team.

Main duties:

- Maintaining very large in-house database for suppliers and all bills for all our properties
- Day-to-day processing of a large number of utility and other bills
- Calling suppliers on the phone, giving meter readings, checking, opening and closing accounts.
- Assisting with issues with bill payments, by taking and/or giving information and passing on to/from suppliers and tenants.
- Checking if the bills are accurate before authorising for payments
- Inputting a high number of bills/ invoices into the accounts and in-house system
- Opening, maintaining and closing supplier accounts as and when required
- Follow up with suppliers for credit notes and refunds and any amendment needed
- Checking and coordination with various teams in obtaining and provide accurate information on timely basis
- Calculating a high number of bills accurately; pointing out any anomalies or patterns
- Assisting with renewals
- Monitoring and updating online billing databases to ensure accuracy
- Assisting with any ad-hoc tasks

Qualifications:

- 2-3 years of relevant experience; or equivalent combination of education and on the job experience.
- Experience of accounting package(s); SAGE 50 experience would be beneficial.
- Educated to degree level/ Accounts, Finance, Management, Administration experience

Benefits:

- NEST pension scheme
- Modern open plan casual vibe office
- 2 company parties during the year
- Company shutdown between Christmas and New Year
- Some flexibility is available to WFH
- Fruit every morning
- Other company social events

Person Specification:

- Eye for detail, proactive rather than reactive attitude, work effectively under pressure
- Very good computer skills on Excel, as well as Word