



Job Title: Billing Administrator
Location: Burgess Hill/East Grinstead
Work Pattern: 8.30am – 5.30pm

THE ROLE:

This is a full time, permanent position working 8.30am – 5.30pm Monday to Friday with hybrid working up to 50% in the office.

The Billing Administrator provides support to the Billing Manager and Billing Analyst ensuring customer invoices are raised in a timely and efficient manner. Working with the data analysts to ensure the billing information is accurately recorded in our systems so that ultimately customers are invoiced correctly, and profit is stated accurately. It requires manipulation of large volumes of data, investigation of potential variances by way of exception reporting resulting in corrective action being taken.

Working as part of a team to tight deadlines this role requires a numerate, logical thinker who enjoys investigating and resolving variances. Responsible for ensuring data is processed and corrected whilst identifying trends, highlighting process improvements and working as part of a larger finance function, providing support in other areas as required.

WHAT YOU WILL DO:

- Importing and manipulating large volumes of data, and investigating variances arising between invoiced charges and accruals within our internal systems
- Assisting with the production of invoices to various billing cycles (weekly, months, etc.)
- Validation of customer charges against agreed tariffs/rates and taking corrective actions where appropriate to ensure the pricing to customers is correctly stated
- Supporting the wider finance team on ad hoc projects, administration and requests
- Participating actively in continuous process improvement projects, seeking ways to develop current working processes
- Providing management information where requested

SKILLS WE ARE LOOKING FOR:

- Strong working knowledge of Excel, including functions such as lookups, pivot tables and if statements
- Some experience of manipulating data, reporting and problem solving in Excel
- Demonstrable experience of high levels of accuracy and attention to detail
- An effective problem solver who enjoys seeing tasks through to completion
- Enjoys working in process driven environment and becoming an expert in their field
- Ability to prioritise, manage own workload and proven experience of working to tight deadlines
- Able to work successfully as part of a team
- Knowledge of the logistics industry, reconciliation and previous experience dealing with couriers and industry suppliers is desirable but not essential