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| Job Title: Accounts/ Billing Assistant  | Reference: HW/05 |
| Department: Finance   | Hours: 38.75     |
| Division/Location: Wigan  | Permanent        |
| Reporting to: Head of Finance   |                  |
| Benefits: Competitive salary, 22 days holiday per annum (plus public holidays) increasing by 1 day per year up to a maximum of 25 day per annum, Pension Scheme, Company contractual sick pay scheme.   |                  |
| <p>Fourteen IP is a leading global provider of specialist voice and data solutions to the Hospitality Industry. Supplier of EVOLUTION Voice the leading unified communications platform for hospitality, guest engagement and both fixed and wireless guest internet access solutions.</p> <p>Fourteen IP is people centric company who have attained Investors in People accreditation. We encourage people to take ownership of their own role and challenge to norm. Due to ongoing expansion an exciting opportunity has arisen to join our Finance team.</p> <p>This position is an integral part of the Finance team, the key responsibilities of the role are to assist in the effective and smooth running of the Finance department .</p> <p>The main responsibilities of the role include:</p> <ul style="list-style-type: none"> <li>● Responsible for completing monthly billing cycle in line with the company schedule</li> <li>● Raising invoices in a timely and efficient manner.</li> <li>● Assist in sorting incoming payments and allocating to relevant accounts.</li> <li>● Act as the first point of contact for any billing queries.</li> <li>● Identify customer requirements</li> <li>● Proactively work to reduce the number of billing queries.</li> <li>● Assist in the weekly and monthly bank reconciliation</li> <li>● Ad Hoch duties to support the wide team.</li> </ul> <p>To be successful in this role, you need to be a team player with excellent communication skills, be confident in dealing with both internal and external customers and have a positive can-do attitude. Other keys skills of the role include:</p> <ul style="list-style-type: none"> <li>● IT Competent with strong excel skills and data input</li> <li>● Systems/process orientated</li> <li>● Proven ability to work under pressure.</li> <li>● Experienced in dealing with a large volume of clients.</li> <li>● Results Driven</li> <li>● Ability to interpret finance data.</li> <li>● High level of attention to detail and trustworthiness</li> <li>● Ability to learn bespoke systems quickly with a willingness to learn.</li> <li>● Organized and efficient at record keeping.</li> </ul> |                  |