

Billing Assistant – with some Finance. FTC 15mths

We have a new fixed term contract opportunity for a **Billing Assistant** to join our team in **Leyland**, Lancashire,.

You'll be part of our small and dedicated finance team, working in a stand-alone role to ensure the business billing function is accurate, effective and efficient, preparing the billing runs and complex invoices.

You will also undertake some finance assistant duties and have the opportunity to be involved in ad-hoc project work, as well as process review, improvement and implementations.

What experience will you need?

- An experienced Billing Assistant with good customer billing experience
- Someone who's meticulous, organised and has great attention to detail
- Competent in using Microsoft Excel, ideally with experience of V-lookups and Pivot tables
- Excellent communication skills liaising with internal colleagues as well with the company's clients

It would be really useful if you've had some experience as a Finance Assistant, along with use of SAP/SAP B1 - or a similar large scale accounts and billing system.

What's on offer?

You'll be joining us as we continue to grow our market share focusing on building new innovative product suites for our extensive client base.

We offer a professional, dedicated and sociable working environment. You'll be based in our modern, open plan head office with breakout spaces and a great eating/relaxing area. We've worked hard to develop a culture where everyone pulls together, we're really passionate about the solutions we deliver and the impact they have on healthcare services all across the UK.

We are offering a competitive salary with a superb range of employee benefits - including matched pension, health cash plan and a well-being allowance - plus personal development and training opportunities.

Our team enjoy a variety of work-related events as well as regular social gatherings and sports activities, both in and out of the office.

This is a fixed term contract role for a period of 15 months as maternity leave cover.

Full time 35hrs/week Mon-Fri, office based

£20,000 – 23,000 neg. DOE salary, plus excellent benefits package

If you'd be interested in joining our team in Leyland, please [apply now](#) with an up to date CV and contact details, thank you.

(Please note: sponsorship is not being offered, so you do require full right to work for the UK before applying)