



We're looking for a **Billing and Finance Assistant** to join our Business Support and Finance team in our Leyland office.

If you have prior experience in a finance or billing role, dealing with customer invoicing, this job opportunity could be a great fit for you.

About the role

As Billing Assistant you'll join a small and dedicated Finance Team (of 5) based in Leyland. You'll be working in a stand-alone role to ensure the business billing function is accurate, effective and efficient. You'll play a key part in preparing the billing runs and complex invoices, as well as being involved in some finance and project work, process review, improvement and implementations.

The person we're looking for

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

It would be really beneficial if you've had some experience as a Finance Assistant, as would any experience of SAP/SAP B1 - or a similar large scale billing system, or if you hold an accounting qualification such as AAT, but it's not essential.

What we offer you

You'll be part of our friendly, supportive and focused team. We promote 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're offering a competitive salary with an excellent range of employee benefits - including matched pension, health cash plan and a well-being allowance - plus personal development and opportunities for your career progression longer term.

Our teams enjoy a variety of work-related events as well as regular social activities in and out of the office.

Other information

Full time, permanent role, Leyland.
£18-21k DOE, plus our excellent benefits package

If this is just the role you've been looking for, please [apply directly](#) on our recruitment portal or email any queries to our recruitment team [here](#), thank you.