

We're looking for a Billing and Finance Assistant to join our Leyland office, a role which will be focused on billing before progressing into other areas of finance in the future. Working within a team of 4 you'll ensure accurate and timely billing of recurring invoices for customer's using the company's bespoke billing system, liaise with the client-onboarding team to ensure all new installations are invoiced in line with the orders placed and assist with other tasks within the Finance department

What you'll be doing.....

- assisting with the preparation of Recurring and Once off Invoices
- working closely with the customer-on-boarding team to ensure correct new customer invoicing
- share responsibility for the integrity and maintenance of the purchase ledger
- supplier and subcontractor payment run processing
- checking and raising purchase orders
- approving staff expense claims (via Concur)

Are you what we're looking for....?

You'll be an enthusiastic team player with the ability to grasp and learn new concepts quickly, a great communicator with strong attention to detail and the ability to work to tight deadlines. You don't just accept the status quo but always seek out opportunities to add value and improve processes. A good analytical mind-set is key as the need to problem solve will occur on a daily basis.

- 1-2 years finance experience
- Excel skills
- Good all-round knowledge and experience of Finance department tasks
- General awareness of VAT treatments
- Excellent attention to detail
- Ability to manage own workloads and meet deadlines
- Superb communication skills
- Team player but also able to work alone when needed
- Experience with SAP or a similar system

What we're offering 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 online, 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.