

# Billings Assistant

**Job Title:** Billings Assistant

**Department:** Interiors

**Location:** London

**Reporting to:** Commercial Director

## **Job Purpose:**

The Billings Assistant will be part of the Commercial team within an international creative business. This will be a varied, fast paced role which will require a candidate with high attention to detail and numeracy, as well as great communication and organisational skills, self-motivated and able to organise their time effectively. This role will ensure invoices and credit notes are accurately produced and issued to clients on a timely manner, contributing towards the continuing growth of the company. Ideal candidates will be keen learners, team-players and have an eye for implementing and improving processes/efficiencies.

## **Key responsibilities and accountabilities:**

- Generate accurate invoices and credit notes, dealing with various VAT/FX and in line with client's requirements
- Issue invoices to clients and resolve bill queries in a timely manner
- Provide/request billing information as required, and work on various client's submission portals
- Liaise with project runners, the internal Finance team and clients
- Handle invoice recordings and reconciliations, including time-charge proposals
- Set up and maintain spreadsheets and data bases
- Assist with credit control tasks
- Support the Commercial team
- Other ad-hoc duties as required

## **Qualifications, experience and skills:**

- Previous experience in an administrative/invoicing role preferable
- Advanced numeracy skills and logical thinker
- Excellent inter-personal and communication skills
- Highly organised with attention to detail
- Computer literate – advanced skills in Microsoft Excel