

Job Title:	Sales Invoicing Administrator	Job Category:	
Department/Group:	Accounts	Job Code/ Req#:	
Location:	Farnborough	Travel Required:	N/A
Benefit Level:	1	Position Type:	Full time /Permanent
Salary Range:	£22-£25k per annum	License Required:	N/A
HR Contact:	Michael Webb	Report To:	Finance Manager

Job Description

We are a family business with 40 years of experience in supporting local contractors, builders, landscapers, and craftsmen, as well as the public with all their plant and tool hire needs. We have seven conveniently located Hire Hubs across Surrey, Hampshire, Berkshire, Kent and West Sussex with sites in Farnborough (head office), Farnham, Guildford, Basingstoke, Reading, Maidstone and Horsham.

As a member of the Accounts Team you will be responsible for all aspects of the sales invoicing process including ensuring that sales invoices are issued in an accurate, timely manner, and that customer invoice queries are dealt with promptly and efficiently.

1. Ensuring that invoice batches are generated on a daily basis.
2. Carrying out detailed initial checks and review checks of invoice batches raised to ensure that all information is correct including pricing, hire periods etc and ensuring that hire contracts are amended as necessary
3. Confirmation of invoice batches once authorised.
4. Daily filing of customer contract paperwork.
5. Providing a first point of contact for all customer invoice queries and ensuring that they are resolved within agreed timescales.
6. Daily monitoring of the “invoices” mailbox ensuring that all customer correspondence is dealt with promptly.
7. Ensuring that invoice queries are fully investigated and credit notes are requested in accordance with appropriate procedures.
8. Raising, issuing and allocating credit notes once authorised.

9. Ensuring that customer information is up-to-date.
10. Administering the month end invoicing process including ensuring that all contracts and advice notes have been invoiced and all closed contract paperwork has been archived
11. Preparation and provision of month end invoicing and invoice query stats to the Finance Manager
12. Preparation of month end invoice query analysis to the Finance Manager
13. Updating of customer pricing agreements
14. Providing general support within the Accounts Team as required.

Benefits

- 28 days holiday (inclusive of Bank Holidays)
- Pension - auto enrolment
- Sales and loyalty bonus scheme
- Perk Box
- Birthday gift

5 Day weeks, working hours: 08.00 to 17:00 Monday to Friday

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time