# Billing Assistant – Group Claims Marketing/Finance, Manchester

## Job title: Billing Assistant

**Department:** Business Services

**Reporting to:** Finance Administration Manager

**Contract:** Permanent, full-time

**Hours:** Hours worked are between 9:30am-5:30pm, Monday to Friday

**Office location:** Manchester (Central Park – Northampton Road)

**Salary:**  Competitive, plus benefits

**Benefits include:** 29 days holiday per annum inclusive of 4 days of compulsory leave to be taken during the period of office closure between Christmas Eve to the 1st working day of the new year, plus all public and bank holidays; contributory pension scheme; life assurance (4 times the annual salary); interest free season ticket loan; childcare vouchers; cycle to work scheme. We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

**Overall purpose of the role**

This is a demanding role working within the Group Claims and Finance teams. You will be responsible for dealing with all group claims transactions, tracking spends and financial data, and providing monthly reports to internal teams including senior management.

**Duties and Responsibilities**

## Collate and processing monthly bills to our professional clients

## Ensure all payments are received on time and in line with funding agreement

## Provide a reliable and efficient support service to colleagues and assist with general financial administration.

## Process supplier invoices and respond to payments/claims queries in a timely manner.

* Work closely with finance team and each department dealing with multi party actions to ensure all funds and professional fees are correctly allocated internally

## Provide financial reporting and forecasting to relevant internal teams and senior management

## Ensure that transactions are dealt with efficiently and in accordance with office and supplier procedures.

## Effectively liaise with external contactors/suppliers.

## Ensure filing is kept up-to-date and copies of correspondences/documents are kept on the relevant files/drives.

## Assist with database management and integrity.

## Keep up-to-date by participating in relevant training courses and meetings.

* Ensure confidentiality is maintained and GDPR compliance is adhered to at all times.
* Ad-hoc assistance on finance projects and other duties as required.

**Main Responsibilities**

* Monthly billing to professional clients.
* Liaising with relevant external suppliers/clients ensuring invoices are correct and paid in line with agreements.
* Ensuring billing reports are up to date

## Skills, Qualifications and Knowledge

## Strong knowledge of Microsoft office including Outlook, Word and Excel. Able to learn new systems and software with ease.

## Good knowledge of basic accounting practices including budgeting would be beneficial.

## Able to communicate effectively, be approachable and professional in all dealings.

## Ensure a high standard of attention to detail and accuracy at all times.

## Finance/accounting experience preferred.

## Person Specification

## Genuine interest in working with a leading claimant law firm and passionate about providing access to justice for all.

## Previous experience of working within a finance function would be beneficial but is not essential.

* A high standard of numeracy, and confident working with numerical data.

## Relevant experience in working with external stakeholders such as suppliers and internal stakeholders such as partners, marketing, finance/accounts team, etc.

## Ability to communicate accurately, clearly and concisely, in a professional and courteous manner both verbally and in writing.

## Ability to work in an organised and methodical manner and work well under pressure / deadlines.

## Ability to work and contribute in a team environment. Flexible and a strong team player.

## To provide a reliable and efficient support service to colleagues and assist with general administration of Multi party action cases