

JOB DESCRIPTION	
Job Title:	Billing Administrator
Team:	Finance
Reports to:	Billing Manager
Role Purpose:	The Billing Administrator is responsible for managing the weekly fee changes within the billing system, ensuring that invoices are processed accurately and promptly. This role involves the creation and distribution of invoices to funders, either by post or email, while maintaining accurate financial records. The Billing Administrator supports the smooth operation of the billing cycle, ensuring funders are billed correctly and on time.
Scope:	No Direct Reports
Accountabilities:	<p>Invoice Processing:</p> <ul style="list-style-type: none"> • Process average weekly fee changes within the billing system. • Generate invoices based on the processed fees and ensure accuracy before dispatch. • Post or email invoices to funders in a timely manner. <p>Data Management:</p> <ul style="list-style-type: none"> • Maintain up-to-date records in the billing system, ensuring accuracy in all billing-related data. • Address discrepancies and resolve any billing-related issues with internal teams or funders. <p>Reporting & Reconciliation:</p> <ul style="list-style-type: none"> • Assist in the preparation of reports relating to billing activities. • Support the reconciliation of invoices with payments received, and highlight outstanding invoices. <p>Compliance & Documentation:</p> <ul style="list-style-type: none"> • Ensure compliance with company policies and procedures related to billing and invoicing. • Maintain organised records of invoices and related documents for future reference.
Specific Requirements:	Hybrid working

PERSON SPECIFICATION	
Knowledge:	<ul style="list-style-type: none"> • Understanding of billing processes, especially within the service sector. • Familiarity with invoicing systems and databases.
Skills and Experience:	<ul style="list-style-type: none"> • Experience in administrative roles with a focus on billing or finance. • Strong attention to detail and ability to process data accurately. • Excellent communication skills, particularly in addressing invoice-related inquiries.

Competencies:

- **Attention to Detail:** Accuracy in managing invoices and resolving discrepancies.
- **Time Management:** Ability to manage multiple billing cycles and meet deadlines.
- **Problem-Solving:** Proactively address billing issues and work collaboratively with internal teams to resolve them.
- **Team Collaboration:** Work closely with other departments to ensure smooth billing operations.