

Billing Analyst

Manchester

Greenergy is the second largest privately owned business in the UK and is a fast paced and growing organisation. Each employee adds value to the business and the expectations are high. Greenergy is a big organisation with a small company mind-set. The work is diverse and interesting; we are constantly evolving and improving.

Due to expansion we are currently looking to recruit a Billing Analyst to join our Finance Shared Service Centre based on the beautifully landscaped Towers Business Park in Didsbury. This is a full time permanent position which offers a competitive salary, company benefits which include private medical and worldwide travel insurance along with excellent personal development and career progression opportunities.

Purpose of role:

To manage and maintain the daily invoicing of Greenergy customers across the group, as well as building and developing relationships with internal and external customers.

Main duties of the role - Team

- » Maintain all operational aspects of the Sales Ledger and the specific allocated customer accounts.
- » Being the account manager for a portfolio of customers within the team with a focus on excellent customer service to our customers. Including but not limited to; Bus Garages, Esso Dealers, Distributors, Majors, Pre Payment, Demurrage, Voyage Sales etc.
- » Handling and resolution of queries, liaising with internal and external customers, proactively seek to improve or create new processes that benefit all parties.
- » Ensuring all aspects of Customer Service Level Agreements are completed.

Main duties of the role - Tasks

- » Raising daily, weekly and monthly invoices from across the Greenergy group - a combination of automated and manual invoicing depending on complexity of the customer.
- » Reconciling data from multiple sources, ensuring data is correct to allow for invoices to be raised by the automated Invoicing system.
- » Ensure the daily invoicing checks are completed prior to posting and instil the culture of getting things right first time.
- » Maintenance and verification of Sales Ledger data, including customer volume reconciliations if needed.

Essential Competencies:

- » Good analytical skills, attention to detail and a high level of numeracy.
- » Strong communicator and be able to develop trusting and credible relationships at all levels of the business.
- » Flexible and adaptable, understanding the overall goals of the team and actively seek to help achieve them.
- » Ambitious, enthusiastic and looking to progress within a reputable and fast moving organisation.

Nice to have:

- » Knowledge of Oracle.
- » Experience of the road fuel industry.

If you are interested in joining the Greenergy team, please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience.

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for this role.

If you should have any queries regarding this position please call Debbie Rees 01827 302287.

NO AGENCIES

The Greenergy logo features the word "Greenergy" in a bold, dark blue, sans-serif font. A thin green vertical line is positioned to the left of the text, extending from the bottom of the page towards the top.