

Job Description

Role: Billing Associate
Location: Hybrid, St Albans, Hertfordshire
Salary: £27,000 - £30,000 pa

About Amthal Group:

We are one of the nation's trusted life safety and security partners. Our mission is to design, install, maintain & monitor electronic life safety and security systems to a level of best-in-class compliance. We achieve this whilst providing an unrivalled customer experience and professional service.

With over 25 years of trading, we have a well-established presence in the industry.

Our vision is to scale a sustainable business through the continuous development and investment in our people; and this is where we need you...

About the role:

As a Billing Professional you will be responsible for all billing activities across the business, including issuing invoices for all departments & managing the recurring invoices process.

Key Responsibilities:

- Accurately prepare and issue invoices for all completed jobs that are passed via the Job Management team. Ensure invoices reflect accurate costs, utilising uniformed templates
- Ensure customer needs are met with invoicing requirements such as purchase orders or specific invoice addresses
- Responsibility for raising credits when required
- Ensure that all valuation submission invoices are in line with customer valuation orders
- Manage recurring invoice schedules and process recurring billing in a timely manner. Including chasing PO's, providing regular updates with the status of older recurring
- Working with the relevant Account Managers to resolve recurring invoice queries
- Support the Customer Success Team with attrition actions such as credits / re raising / recurring invoice adjustments
- Manage customer and support / resolve billing disputes promptly

About you:

You have some experience working within a Finance team and are looking for a development role where you could progress your career with a view to taking on an AAT qualification.

You will demonstrate:

- Strong numerical and analytical skills, with a high level of accuracy and attention to detail
- You are comfortable using billing or finance systems and working with Excel or similar tools
- A proactive, accountable mindset with a commitment to doing the job right first time
- A hands-on attitude, assisting the finance team with other duties as and when required
- You communicate clearly and professionally, both in writing and verbally
- You are organised, able to manage your workload effectively and adaptable when priorities shift
- You work well as part of a team and build positive relationships across the business
- You are proactive in identifying issues and confident in resolving or escalating them appropriately

Why we think you would love to work with us:

Our mission to scale our business is driven through the organic growth of our people, we achieve this by offering a supportive and flexible working environment where continuous investment and development will enable you to thrive.

Join our team where your dedication and integrity will be recognised with opportunity and progression. Our success lies in creating a working environment where every individual is motivated to work collaboratively, exceeding the expectations of our customers. We value our people and will support you to deliver on all aspects of our business with integrity and dedication.



What we offer:



- A commitment to work life balance including a 9/10 day working fortnight
- 25 days' holiday, plus Bank Holidays, increasing to 35 days (1 extra day per annum, up to 30 days and an additional 5 days after 10 years' service)
- Salary sacrifice pension scheme
- Death in service insurance (x3 base salary)
- Wellness & Employee Assistance Programme (EAP)
- 24-hour GP and mental health care support
- Continuous Professional Development - Amthal Academy & Fast Track programmes
- Quarterly development check-ins with your line manager
- A culture of recognition, including team member of the month award
- Annual company conference day to share strategic plans & celebrate success


Our selection process:

1. Please apply by uploading your CV via our careers page: [Apply now](#)
2. A Teams / telephone interview with the Finance Manager to ensure that there is a skills and values match
3. With a successful first stage interview you will be invited to a face-to-face interview at our offices with the Finance Manager and Head of People & Culture for a formal face to interview
4. We will call you to confirm outcome. If you are successful, we will send a written offer and commence the usual security vetting and checks required in our industry

We are committed to equality of opportunity & applications are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy & maternity, race, religion or belief, marriage & civil partnerships.

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