









Security Classification: Internal



PLC-Form-003 Job Description Template

Job Title	Invoicing Administrator (Purchase Orders)		
Business Unit	Information Management		
Department.	Invoicing		
Location	Wolverhampton – Village Way		
Reports to (direct)	Invoicing Supervisor – Sara Williams		

MAIN PURPOSE OF JOB

The Invoicing Administrator is responsible for managing customer purchase orders and supporting the smooth administration of the end-to-end invoicing process for Restore Information Management.

KEY TASKS

- Ensuring purchase orders are applied to invoices accurately and in line with appropriate deadlines
- Tracking and managing purchase order values ensuring new and updated information is obtained prior to invoice run
- Administrating customer invoice portals to successfully obtain purchase orders and upload invoices
- Resolving internal and external customer queries effectively and efficiently
- Helping maintain invoicing process manuals
- Supporting team members with preparing and processing invoices

SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED

- 1. Demonstrable experience in a similar role
- 2. Ability to prioritise workloads and meet deadlines
- 3. Attention to detail and high accuracy levels
- 4. Focus on providing excellent customer service to internal and external stakeholders
- 5. Excellent time management and organizational skills
- 6. Experience of O'Neils Warehouse Management System Desirable but not essential

OTHER INFORMATION

As a key member of the finance team, we are looking for our Invoicing Administrator to:

- Have positive can-do attitude
- Adopt a proactive approach to problem solving
- Communicate effectively
- Be a strong team player who can collaborate and communicate with internal and external stakeholders

Issue Number	Issue Date	Reviewed By	Last Review Date	Approved By	Document Owner	Pages	
002	11/01/21	Denyse Thompson	04/01/21	Head of People Operations	People Operations Team Leader	Page 1 of 1	
Uncontrolled if printed							
revised to allow 1 template to be used across 5 Business Unit's change of document ownership to People Operations							













PLC-Form-003 Job Description Template

Security Classification: Internal

COMPLIANCE RESPONSIBILITIES

- Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems
- Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager.

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

APPROVALS:	<u>Post Holder</u>
Line Manager	Name:
Name:	Signature:
Signature:	Date:
Date:	

The company reserve the right to amend or update this job description as the demands of the business develop. A copy of the signed job description should be returned to your local People Team.

ssue Number	Issue Date	Reviewed By	Last Review Date	Approved By	Document Owner	Pages	
002	11/01/21	Denyse Thompson	04/01/21	Head of People Operations	People Operations Team Leader	Page 1 of 1	
Uncontrolled if printed							
revised to allow 1 template to be used across 5 Business Unit's change of document ownership to People Operations							