

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

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.

- 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
- Administering 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

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

- 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

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002	11/01/21	Denyse Thompson	04/01/21	Head of People Operations	People Operations Team Leader	Page 1 of 1
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revised to allow 1 template to be used across 5 Business Unit's --- change of document ownership to People Operations						

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