



Vacancy for a Finance Administrator at 5 Rings Group

Personal Attributes:

- Presentable
- Good timekeeping
- Conscientious
- Good telephone manner
- Enthusiastic
- Experience using Excel & Formulas (Not Vital)
- After initial training, we would hope this person would work on own initiative
- Enjoy the challenge and work passionately with an expanding company

Job Description:

- Mainly office based in Lancing
- Work alongside Finance Manager
- Learn Products and Services provided by 5rings Group
- Updating of client's services and hardware on our online billing platform to ensure our client is billed correctly
- Deal with incoming email enquiries from clients who have billing queries.
- Build strong relationships with suppliers and clients
- Work with other team members in order to gather information on faults/incidents to assist with customer/supplier queries
- Filing
- Supplier invoicing – assisting with gathering of invoices, inputting of data and the challenging of supplier invoices/charges.
- Manual Invoicing
- Assisting with the Debt process
- Assisting with Dealer Commissions
- Full understanding of the Billing system and adding/amending charges.
- Future Finance Projects

For the right person, this would be an ideal opportunity to learn and prosper with an expanding telecoms company.

Contact Peter Raynsford on 0333 2200 555 or e-mail peter.raynsford@5ringsgroup.co.uk for more information.