



RWS – Invoicing Assistant

Job Description

Job Title	Invoicing Assistant
Department	Finance
Organisational Relationship	
Overview	The successful applicant will need to be a self-motivated, flexible individual who works well under pressure and has a keen eye for detail. They need to demonstrate a high level of accuracy and work well on their own initiative as well as part of a team. They also need to be able to prioritise their work efficiently and multi-task to meet team deadlines.
Main Duties & Responsibilities	<ul style="list-style-type: none">➤ Processing paperwork to ensure required outputs are ready for inspection and dispatch➤ Raising invoices in our accounting system (Agresso)➤ Dispatching invoices internally and to external clients➤ Assisting the team in pricing certain jobs using our specialist cost manual➤ Helping prepare reports used internally➤ General admin support➤ Other ad hoc support for wider accounts team as and when required
Experience & Skills	<ul style="list-style-type: none">➤ Good organisational and time management skills➤ Strong level of verbal and written communication skills➤ Good IT skills, including Microsoft Excel and Word➤ A high level of attention to detail➤ Experience of working with multi-currencies preferred
Hours of Work	Full time, 37.5 hours per week Monday – Friday
Salary/Benefits	<ul style="list-style-type: none">➤ Salary will be commensurate with experience➤ 22 days' holiday (rising with length of service), 4% contributory pension scheme, life assurance, private medical insurance, discounted gym membership, a Cycle2Work scheme and free shuttle bus from Gerrards Cross train station.