**Job Title:** Revenue and Billing Co-ordinator

**Location:** OFG Head Office, Bolton (Hybrid)

**Reports to:** Revenue and Billing Manager

**Accountable to:** Revenue and Billing Manager – Blenheim, Senior Finance Manager, Financial Controller, Group Financial Controller, CFO

**About Us:**

At Outcomes First Group, we believe every child can thrive when given the right environment for success. As one of the world’s leading providers in our sector, we deliver exceptional, research-led education tailored to each individual, with smaller class sizes and personalised learning plans. Our vision is to empower every child with a world-class education that nurtures potential and inspires lifelong learning, our mission is to unlock that potential through personalised learning and opportunity, and our promise is simple: we listen, we work together, and we are accountable to one another to make the remarkable happen.

**Job Purpose:**

To support the Revenue and Billing Manager by providing an efficient and customer focused service for the management of invoice preparation, distribution and associated query management to ensure for seamless cash collection to be achieved. To collect all cash in line with company terms and maintain accurate and efficient revenue reporting with regular reconciliations to iSAMS and the billing system.

**Key Responsibilities:**

* Raise and post invoices to the Sales Ledger checking for accuracy and ensuring they are free from error.
* Coordinate the collection of all cash across your ledger to terms outlined
* Action any invoice queries, maintaining fast responses and proactively updating the system with the outcome to ensure seamless cash collection is achieved.
* Maintenance of data integrity for placements and customer sales accounts
* Responsible for the accurate recording of revenue for allocated schools within the division
* Preparing and processing journals and posting to the finance system
* Streamline and automate revenue recognition where possible including the reconciliation of associated balance sheet accounts.
* Ensure all monthly accounts and reconciliations are completed in a timely manner
* Support the preparation of the audit packs prior to submission to the auditors
* Other duties may be assigned by Management or any other person authorised by Management

**Person Specification:**

As a Revenue and Billing Co-ordinator, you will need a data-focused approach with a high level of accuracy and attention to detail

To be successful within the role we are asking for the below essential criteria to be met:

* Experience of query management and resolution
* Highly numerate and accurate with handling financial data.
* Working knowledge of MS Office, including Excel to a good level.
* Minimum of 5 GCSEs, including Mathematics and English
* Professional demeanour, positive and flexible attitude, good inter- personal and communication skills.
* Ability to work under pressure and meet tight deadlines.
* Ability to work alone and tackle tasks proactively.
* Show good initiative and take ownership of tasks or issues.

**Standard Responsibilities:**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within Outcomes First Group are expected to be familiar with and adhere to:

* Participates in an annual performance review programme.
* Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
* Observes, at all times, strict rules of confidentiality appropriate to the post.
* To comply at all times with the requirements of Health and Safety Regulations
* to ensure their own wellbeing and that of their colleagues.
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

**Measures:**

* Measures against set objectives relevant to the role
* Set performance indicators.
* Departmental Net Promoter Scores

**Experience in finance is preferrable (ideally within accounts receivable)**