

## Sales Invoicing Assistant - 6 Month FTC

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Company: NCC Group

Location: Manchester Area

Category: other-general

Position Title: Sales Invoicing Assistant Location: Manchester, Hybrid – 2 days a week from our Spinningfields office Role Purpose: This position forms an integral part of a successful finance team, within an exciting and growing industry, cyber security. The principal responsibilities of the Sales Invoicing Assistant are to raise sales invoices and credit notes. The role will involve dealing with queries from both internal and external customers and suppliers, with necessary follow up to a satisfactory resolution. The role also includes other ad-hoc duties within the team. Summary: Day to day team responsibilities: Raising sales invoices and credit notes. Liaising with members of the Sales, Scheduling and Delivery teams to collate sales information required to issue invoices - this includes chasing outstanding purchase orders from the Sales Team. Checking correct VAT treatment. Tracking rechargeable expenses and minimising write offs. Review the monthly billing list to determine which jobs are ready for invoicing. Journals for Invoice/credit corrections, intercompany transactions and bad debt write-offs. Query resolution eg to assist the Credit Control, Sales, Scheduling and Delivery teams when responding to customers. Escalating any matters of concern to the relevant Business Heads to proactively deal with problems before a customer related issue may arise. Adhering to business deadlines. Cover for other duties within the team. Customer Responsibilities: Submitting invoices/credits to the specified and relevant contacts - this will include building and maintaining customer relationships. Providing customers with supporting information where necessary. Helping to resolve customer queries or complaints- this will involve working closely with the Credit Control Team to minimise bad debt. Process and controls: Ensuring that processes and controls are applied and

documented. Ensuring that sales invoices are raised in an efficient and accurate manner. What we are looking for in you: Skills: Knowledge of invoicing processes and an ability to identify issues and suggest improvements. Attention to detail and accuracy. Good levels of communication in verbal and written form. Experience of working in a finance environment, ideally with different finance systems. Strong Excel skills. Behaviours: Focusing on Clients and Customers. Working as One NCC. Always Learning. Being Inclusive and Respectful. Delivering Brilliantly. Why NCC Group? At NCC Group, our mission is to create a more secure digital future. That mission underpins everything we do, from our work with our incredible clients to groundbreaking research shaping our industry. Our teams partner with clients across a multitude of industries, delving into, securing new products, and emerging technologies, as well as solving complex security problems. As global leaders in cyber and escrow, NCC Group is a people-powered business seeking the next group of brilliant minds to join our ranks. Our colleagues are our greatest asset, and NCC Group is committed to providing an inclusive and supportive work environment that fosters creativity, collaboration, authenticity, and accountability. We want colleagues to put down roots at NCC Group, and we offer a comprehensive benefits package, as well as opportunities for learning and development and career growth. We believe our people are at their brilliant best when they feel bolstered in all aspects of their well-being, and we offer wellness programs and flexible working arrangements to provide that vital support. Come join us? So, what's next? If this sounds like the right opportunity for you, then we would love to hear from you! Click on apply to this job to send us your CV and cover letter and the relevant member of our global talent team will be in touch with you. Alternatively send your details to [global.ta@nccgroup.com](mailto:global.ta@nccgroup.com). About your application We review every application received and will get in touch if your skills and experience match what we're looking for. If you don't hear back from us within 10 days, please don't be too disappointed – we may keep your CV on our database for any future vacancies and we would encourage you to keep an eye on our career opportunities as there may be other suitable roles. If you do not want us to retain your details, please email [global.ta@nccgroup.com](mailto:global.ta@nccgroup.com). All personal data is held in accordance with the NCC Group Privacy Policy ([candidate-privacy-notice-261023.pdf \(nccgroupplc.com\)](#)). We are committed to diversity and flexibility in the workplace. If you require any reasonable adjustments to support you during the application process, please tell us at any stage. Please note that this role involves mandatory pre-employment background checks due to the nature of the work NCC Group does. To apply, you must be willing and able to undergo the vetting process. This

role being advertised will be subject to BS7858 screening as a mandatory requirement.

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