



An alternative career in finance

Temporary Billing Officer

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are smart, motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit aztecgroupp.co.uk/careers, email careers@aztecgroupp.co.uk or call us on +44 (0) 1534 837562.

The Bright Alternative

aztecgroupp.co.uk | .eu | .se



Aztec Group is an
ACCA Platinum Employer



AZTEC
GROUP

Job Description

Temporary Billing Officer

Reports to Billing Manager

The purpose of this role is to deliver efficient client billing support to the business to include issuing of client bills, maintenance of data and schedules, issuing of bills and the day to day operations of the team.

Key responsibilities:

- + Review and prepare client billing in line with requests on a timely basis
- + Assist with the maintenance of various monitoring schedules
- + Liaise with internal personnel as and when required to help resolve any issue and deal with any queries as they arise or to escalate where necessary
- + Assist the Billing Manager with the development of client billing and time recording system process developments as and when required
- + Assist with other ad-hoc projects

Skills, knowledge, expertise:

- + Sound technical financial services knowledge (to be supported through the Aztec Academy)
- + Computer literacy skills are essential
- + Attention to detail and accuracy
- + Very good interpersonal skills are required to develop close working relationships with colleagues, clients and business contacts
- + Ability to manage own workload, work independently and as part of a team
- + Very good administration and organisational skills are required for this busy role

You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

The Bright Alternative

aztecgroupp.co.uk | .eu | .se



Aztec Group is an
ACCA Platinum Employer



AZTEC
GROUP