

## JOB DESCRIPTION

# Invoicing Administrator

ACCOUNTABLE TO: Finance Manager



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Location: **Melksham**

Full time: 37.5 hours per week - Monday to Friday. Candidates may be required to work outside of these hours, when necessary, especially in busy periods.

CPI Group has an exciting opportunity for an enthusiastic Invoicing Administrator to join our dynamic team.

CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

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## ROLE OBJECTIVES

The purpose of this role is to assist finance team with various activities and processes within time-specific deadlines to support the department to deliver their objectives.

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## RESPONSIBILITIES

The position involves:

- Processing and reconciling invoices, as required and according to company set deadlines
- Update spreadsheets and daily transactions
- Review and identify account discrepancies
- Completing various other finance administration duties
- Resolving invoice queries, liaising with other departments

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## KEY COMPETENCIES

- Previous experience processing invoicing is preferred
- Good numeracy and accuracy with excellent attention to detail
- IT literacy, with intermediate excel ability
- Problem solving and analytical skills
- Planning and organisational skills
- Excellent communication skills, at all levels (written and verbal)
- Flexible, reliable and trustworthy
- Work on own initiative as well as part of a team
- Time management ability, capable of working to deadlines

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If this role appeals to you, please apply in writing with a current CV

Hollie Cullen, [hcullen@cpi-print.co.uk](mailto:hcullen@cpi-print.co.uk)

**Applications to reach us by 5 pm, Monday 24<sup>th</sup> July 2023**

*If you currently work for CPI you must notify your Line Manager before you apply*