

Credit Control Admin Assistant

Department: Finance
Location: 50 Featherstone Street, EC1Y 8RT
Reporting to: Head of Finance
Hours: Part Time (2-3 days a week) over a 3-month period

Overall Objective

- Using the CRM system (NetSuite) to support the finance department with invoice related administration.

Key Responsibilities

- Chasing invoices by email
- Processing invoices
- Following up invoice queries
- Reconciling logged sales to processed invoices over the last financial period
- Filing and other ad-hoc admin
- To support administration of NetSuite records and MI support on reporting metrics (such as Activity reports)
- To provide support to key internal stakeholders, i.e. Sales team to optimise NetSuite usage and features such as adding new fields for Account Managers
- To provide administrative information to the sales teams to better manage their roles – I.e. Lapsed customers report / Orphaned Opportunities
- To assist with training for new NetSuite users

Skills required

- Excellent interpersonal skills
- Strong initiative, negotiation and influencing skills
- Problem solving, analytical and numerical skills
- Account management
- Ability to deliver results, meet deadlines and manage time effectively
- Firm client handling skills
- Excellent written, oral and electronic communication skills
- Advanced Excel skills

Personal attributes

- Self-discipline
- Self-motivation
- Positive attitude
- Excellent organisational skills
- Professional attitude

Education and qualifications

- Educated up to degree / HND level in a relevant subject
- Fluent written and spoken English
- Numerate

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.

All YouGov plc employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.