

**BPP Job Description**

**Job Title** Apps and Consolidated Invoicing Coordinator

**Department Group Finance**

**Location** **Manchester St James**

**Additional Details** Hybrid working 3 in office 2 at home.

**Travel requirements (if applicable) -**

**Contract type Full time and permanent**

**Hours of work** 37.5 Hours Mon-Fri 9am to 5.30

**Reporting lines** Apps Invoice and Funding Team Leader

**Job Purpose**

To support clients by providing consolidated invoicing and apprenticeship invoicing:

* Preparation and distribution of monthly consolidated invoices adhering to invoicing scheduled and production timeline
* Raising invoices to clients for co investor contributions
* Ensure all invoices are raised timely in according to the invoice calendars
* Distributing employers incentive payments to employers
* Producing monthly accruals for revenue recognition.
* Provide data analysis support for various reports

**Key Responsibilities**

* Collating invoice data, preparing accurate client invoices, where applicable obtaining Finance sign off.
* Posting of all invoices in the Finance systems.
* Assisting and working alongside Accountants to ensure revenue is recognised correctly according to BPP revenue recognition policy by providing monthly accruals and MI data on invoicing.
* Sending out employer’s incentive payments and recording them correct to be processed by Treasury.
* Maintaining and updating invoicing calenda.
* Producing monthly revenue and invoicing reports
* Reconciling invoices/sales orders on Salesforce/PICS to the invoices to ensure all orders/invoices have been invoiced
* Supporting Account managers with RFI’s and adhoc reports
* Assisting when necessary, with other billing activity happening within the BPP group.

**Skills, experience & qualifications required - Essential**

* Highly Computer Literate with advanced excel skills
* Excellent organisation and time management skills
* Wanting to study for an accountancy qualification, which BPP will support
* Analytical thinking, with the ability to apply numerical skills to analyse data,
* interpretation of facts and figures presented in the form of statistical tables and
* diagrams, thinking critically and checking for errors and variance from targets.
* Ability to prioritise and work to deadlines
* Ability to work independently and the highest level of accuracy and accountability
* Ability to create and maintain accurate/accessible and organisational
* documentation

**Skills, experience & qualifications required - Desirable**

* Knowledge of BPP product range
* Finance background is useful but not essential