



Finance Manager

Permanent, Full Time

£30,000-£36,000 per annum

Wellwood Communications is an award winning telecoms sales and maintenance company who provide businesses with their telephones, mobiles and broadband connectivity.

We strongly believe that any new team member must be a culture fit and have a “customer first” attitude. *Do you want to be a valued team member?* You will have your voice heard, opinion considered and you will be encouraged to be exceptional.

Our office is based in Livingston and normal hours are 9 to 5. This role can be hybrid, if preferred.

Job Description:

You will play an integral role within the company and accuracy is a must!

Key Responsibilities:

- Manage all aspects of customer invoicing/billing
- Ensure timely and accurate billing to customers
- Monitor all billing activities to ensure compliance with customer contractual terms
- Coordinate all bill runs and customer direct debits
- Daily reconciliation of bank payments
- Accurate processing of supplier invoices and payment runs
- Liaising with suppliers and customers regarding accounts issues
- Prepare monthly reports for Directors
- Manage cashflow and company bank accounts
- Point of contact for all accounts related matters, ensuring all enquiries are resolved promptly

About You:

You will be meticulous with detail and a stickler for accuracy. Someone who loves numbers, has the ability to work under pressure and to strict deadlines.

It is preferred if you possess experience in volume billing. You should have strong analytical and problem-solving abilities, along with robust skills and experience in IT systems. Logical thinking and the ability to take responsibility for issues are essential.

What We Offer You:

This is a permanent role and we are looking to pay between £30,000 - £36,000 per annum depending on skills and experience. In addition, you are rewarded with 32 days holidays, birthday off, pension membership, health plan and mental wellbeing support.

Training will be provided to help you succeed.

Wellwood Communications is committed to being an equal opportunities employer and we welcome applications from all backgrounds.

Email your CV to vikki@wellwoodcommunications.com and become a part of our success story.