

# ADVANCE NORTHUMBERLAND ROLE PROFILE

**ROLE TITLE:** Commercial Invoicing Assistant

**EMPLOYER:** Advance Northumberland (Developments ) Limited

**RESPONSIBLE TO:** Head of Commercial

**RESPONSIBLE FOR:** N/A

**PLACE OF WORK:** ADVANCE NORTHUMBERLAND Head Office, Wansbeck Workspace, Ashington

<b>Role Purpose</b>	<ul style="list-style-type: none"> <li>To provide a complete administrative support service to the Commercial Team, including invoice processing, system updating, general administration and record keeping.</li> </ul>
<b>Principal Duties</b>	<ul style="list-style-type: none"> <li>Provide accurate and timely invoice for the Commercial Team</li> <li>Process and check Delivery Tickets and Invoices against orders.</li> <li>Maintain records of electric and gas accounts for house plots and sites</li> <li>Process payments</li> <li>Provide additional support to Head of Commercial, Quantity Surveyors and Buyer when required</li> <li>Assist in General Administration duties and keeping up to date contact details.</li> <li>Produce and run reports as and when required on             <ul style="list-style-type: none"> <li>Invoice queries</li> <li>Schedule of materials delivered and yet to be delivered</li> <li>Record of wastage factors (where possible)</li> </ul> </li> <li>Liaising with Commercial and Finance Teams to ensure correct and accurate passing of to and from of information</li> </ul>
<b>Key Competencies</b>	
<b>Knowledge and Development</b>	<ul style="list-style-type: none"> <li>Understand internal processes for processing of invoices, including reconciling and coding</li> <li>Ability to use a variety of software packages, including Microsoft Word, Outlook and Excel.</li> <li>Ability to produce electronic reports</li> <li>Confident telephone manner</li> <li>Familiar with paper based and electronic filing systems</li> </ul>

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<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>• Ability to plan time effectively</li> <li>• Able to utilizes time-saving technology to ensure service delivery</li> <li>• Attention to detail</li> </ul>
<b>Communicating and Influencing</b>	<ul style="list-style-type: none"> <li>• Contribute to the effective delivery of administrative support for the Commercial team.</li> </ul>
<b>Working with Others</b>	<ul style="list-style-type: none"> <li>• Build strong internal relationships with the Commercial Team and across all areas of Ascent Homes and the wider organisation</li> <li>• Support internal and external communications initiatives</li> <li>• Build strong relationships with suppliers and contractors</li> </ul>

The information contained within the role profile provides a summary of the principle duties and responsibilities associated with the post. The role profile may change to meet operational demand and business needs, and any material change will be subject to discussion and consultation.

All role profiles, and the associated duties, are bound by the Advance Northumberland People and Corporate Policies.