

## Job Overview:

### Invoicing Controller

<b>Job Title:</b> Invoicing Controller	<b>Location:</b> Stevenage	<b>Company:</b> Gratte Brothers Foodservice Solutions
<b>Reporting to:</b> Office Manager		

#### Job Purpose:

- To raise invoices for engineer attendance, supply of goods or administrative charges.
- Invoices to be raised within agreed timeframe to minimise queries and maximize cashflow.
- To ensure every invoice declares accurate time costs allocated and stock is deducted from the correct inventory location.

#### Key Areas of Responsibility:

##### Invoicing:

- Ensure that all jobs are invoiced correctly.
- Accept costs into the system and allocate accepted third party costs.
- Invoice all jobs attended by engineers that were completed on the previous day.
- Ensure any goods used are accounted for and deducted from the correct inventory location.
- Book in purchase orders where necessary.
- Check receipt of goods on open supply-only jobs.
- Invoice supply-only jobs that have been delivered.
- Check receipt of job sheet and invoice from third parties.
- Check third party invoices are accurate before passing for payment.
- Build relationship with third parties and be confident in addressing any queries.
- Allocate the accepted third-party costs to the job.
- Identify and produce reports for analysis and to support task completion.

##### Timesheets:

- Ensure that daily software timesheets reflect the engineers' activities.

- Ensure system-driven timesheets are costed correctly.
- Build relationships with engineers and be confident in querying anomalies on timesheets.
- Make any necessary adjustments to software-driven timesheet.
- Ensure all weekly timesheets are received.
- Check the weekly timesheet mirrors the daily software timesheet.

***This is a broad overview of the position and does not encompass all aspects of the role.  
Gratte Brothers are an equal opportunities employer and welcome applications from all.***

### **Knowledge & Experience:**

- Experience with and knowledge of software-driven timesheet management.
- Experience in collating weekly timesheets.
- Experience of working within KPIs.

### **Attributes & Skills:**

- Be able to provide relevant support to other areas of the business when needed, including Business Support, Service & Maintenance and Accounts.
- Be able to produce reports and analysis in Excel.
- Be a confident communicator who can identify, action, and/or escalate areas of concern.
- Possess excellent organisational skills to ensure stock is managed correctly.
- Possess good interpersonal skills to maintain strong relationships with engineers and third parties.
- Have an eye for detail to ensure all costs are accurately accounted for.
- Have a flexible approach to adapt to the clients' and companies' changing needs.

### **Qualifications:**

- N/A.