



Billings Clerk MAN



An opportunity within the Billings Department for the role of Billings Clerk

Benefits

- ✔ Competitive salary
- ✔ Contributory Pension
- ✔ Free Parking
- ✔ Free access to Physiotherapy
- ✔ Modern facilities
- ✔ Free access to dnata Gym
- ✔ Cycle to work scheme
- ✔ Opportunities for career progression
- ✔ Eye-care Vouchers
- ✔ Internal Apprenticeships

Job Requirements

- ✔ Applicants must be fluent in both verbal and written English
- ✔ Ideal candidate will have Cargo & Ground Handling billing knowledge
- ✔ Cargo and Ground Handling operational knowledge is desirable
- ✔ Must have a good working knowledge of excel and excellent keyboard skills
- ✔ Good eye for detail and a methodical approach is required
- ✔ Safety driven with the ability to maintain a safe and secure working environment
- ✔ Pre-employment checks - ability to achieve successful completion of the referencing (checkable 5 year employment/education history) and criminal record check procedures to meet dnata and CAA security regulations, and a satisfactory medical report.

Job Summary

You will check and amend where necessary the data transferred from operational systems and files from cargo, ground, and Transport departments, amending the billing system where necessary to create and dispatch accurate invoices. You'll also check and ensure all service Charge Sheets, Ramp Sheets, ETD, and live animal logs are captured and billed to our customers, carry out the reconciliation and recharge of supplier invoices, and ensure timely resolution of customer queries. Working within set time frames to achieve the weekly, fortnightly and monthly invoicing deadlines is a must.

Hours of work:

- ✔ 37.5 hours per week
- ✔ Flexibility required to work to ensure that Finance Deadlines are met.

If you believe you have the drive and enthusiasm required, apply in writing with an up to date CV and covering letter advising why you are suitable for this position to:

Email: Paul Maskrey, Revenue Manager at: paul.maskrey@dnata.co.uk

Successful applicants will be shortlisted for interview, and must have the legal right to work in the UK
Internal candidates - please ensure you have informed your manager of your application

Closing Date: 17 July 2022

With you on board, we can **help to achieve dnata's Vision, Mission and Values.**

Our diverse, global teams have this vision at heart. Every day we're defining new levels of service for our customers. We do this by working closely with employees and suppliers, putting safety at the heart of everything we do. With your talent, passion and big ideas, and our industry-leading performance, we can flourish. We can be the world's most admired air services provider.

