

# Billing Analyst

Hampton-in-Arden | Solihull

PMGC Technology is currently one of the leading telecoms businesses in the UK, with 9 offices and 150 staff, having won the Sunday Times Fasting Growing Companies in 2 previous years. We are currently on track to achieve £50m Turnover within 5 years, whilst still being agile and obsessed with customers and staff alike.

This newly created position will report directly in to the Head of Commercial and Finance, supporting the business through our continued growth phase. You will join an established finance team within our recently refurbished Hampton in Arden head office.

## Key Responsibilities

- Work with the Head of Commercial and Finance and Sales managers/directors to prepare and analyse RFPs and tenders on behalf of customers
- Support the Head of Finance and Commercial with approving Sales deals within the Business's CRM system
- Perform in depth analysis on potential and existing customers telecoms usage to support bids and tenders
- Audit carrier invoices and billing data for refunds, optimisation and cost avoidance opportunities
- Liaise with suppliers (mainly mobile networks) to ensure the best pricing is secured

We are ideally looking for the successful candidate to have previous experience in a similar role working for a telecom carrier, however this is not essential. You will need to have strong commercial awareness, be a self-starter with the ability to prioritise and be a confident excel user (in particular pivot tables and formulas)

## The successful candidate will receive:

- A starting basic salary between £20,000-25,000 (negotiable for candidates with previous telecoms experience)
- 20 days holiday, rising to 25 days for every year served
- Pension
- Free parking
- Private Healthcare (after 2 years' service)
- Life Assurance (after 2 years' service)

## Interested?

If you are interested in this position, please send your CV to [mycareer@pmgroupuk.com](mailto:mycareer@pmgroupuk.com)

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