



Job title:

Accounts Assistant - Revenue

Location:

Remote/Hybrid/Office based

Job Summary:

We are currently seeking an experienced **Accounts Assistant – Revenue** to join our finance team. In this role, you will be responsible for supporting the Revenue recognition process by ensuring timely and accurate processing of sales orders, invoicing, accrued and deferred income entries and timely receipts of customer purchase orders .

Responsibilities:

- Take ownership of all sales orders and invoicing for Totalmobile Ireland, Gartan Tech. and Totalmobile Australia . Ensure all sales orders are processed in accordance with contractual terms.
- Manage SMS (Short Messaging Service) revenues in multiple Totalmobile Group companies . Review monthly customer SMS usage, process accrued and deferred revenue transactions as part of the month end process.
- Liaise with customers and the Sales team to ensure timely receipt of purchase orders required for invoicing.
- Maintain and monitor listing of contracts not yet commenced to ensure invoicing is processed accurately and on time.
- Maintain and monitor log of contractual annual price increases to ensure invoicing is in line with contractual terms.
- Ensure appropriate review and documentation for any unbilled and accrued revenue, ensuring compliance with company policies.
- Process credit notes/rebilling of invoices as required, ensuring compliance with company policies and Credit approval matrix.
- Ensure accurate GL coding of invoices and proper documentation.
- Assist with the month-end Accounts Receivable closing process and revenue recognition cycle.
- Maintain accurate records and files for all Revenue transactions.
- Promptly and accurately respond to customer queries. Assist in annual financial audits and implement any audit recommendations.
- Participate in special projects as required and suggest/recommend improvements for revenue processing, policies and procedures.
- Assist with the wider billing process across all Totalmobile entities and other accounting duties as assigned.

Skills and experience

- Excellent knowledge of Revenue recognition process and procedures.
- Experience with accounting software and MS Excel
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Attention to details and accuracy.
- Ability to work independently and as part of a team .
- Experience of working in a fast-paced environment and meeting deadlines .

At Totalmobile we believe in making work more productive and enjoyable by providing enterprise apps that deliver a consumer experience. We deliver field workforce management solutions for a wide range of markets including health, local government, social housing, utilities, and facilities management.

An Equal Opportunity Employer