## The Student Centre C1504

**Informa Group**

**Finance O2C Billing Specialist - 12 month FTC**

Informa is a leading international events, intelligence and scholarly research group. Through hundreds of powerful brands, they work with businesses and professionals in specialist markets, providing the connections, intelligence and opportunities that help customers grow, do business, make breakthroughs and take better informed decisions. Informa is listed on London Stock Exchange and a member of FTSE 100, with over 11,000 colleagues working in more than 30 countries.

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| Responsibilities: | * Execute the billing procedures and processes
* Review client contracts and applications
* Maintain quality control of order entry
* Ensure revenue recognition is following group policy
* Monitor and reconcile deferred revenue accounts
* Perform month end close process
* Complete and maintain online billing submissions and accounts, vendor form requests and insurance certification requests
* Address and resolve client invoicing issues
* Facilitate and assist in resolving requests presented from the front office colleagues, clients, management and sales colleagues in a timely manner
* Internal/External audit support
* Perform other duties as required based on business needs
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| Requirements: | * Relevant Degree qualifications in a business or finance discipline
* Minimum of 1 year relevant work experience
* Proficient skills in Excel, Word and Outlook are essential
* Knowledge of SAP system is an advantage
* Good knowledge and understand of all Billings processes within your area
* Proficiency in spoken and written English is a requirement. Ability in any other Asian languages would be an advantage
* Ability to build good relationships with a wide range of stakeholders, internal departments and key contacts
* Remain approachable under pressure
* Act with integrity, tact and diplomacy
* Work as part of a team
* Ability to complete a variety of related tasks
* Pro-actively solve problems
* Excellent Customer Service skills
* Good time management skills
* Ability to be flexible within role
* Work collaboratively across teams
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| Working Location | 20th Floor, One Harbour Square, 181 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong |
| Working Hours | 9:00am-6:00pm, 5 days per week |
| Salary | Negotiable |
| Company website | www.informa.com |
| Person in Charge | LIN Zhi, Talent Acquisition Partner |

**How to apply:**

Send your full resume by email at zhi.lin@informa.com. Shortlisted applicants will be directly contacted by Informa Group.