



Do you want to work for a market-leading company?

Translate Plus Limited is a fast-growing, award-winning language services and technology company. Over the last 3 years we have won the prestigious Sunday Times Virgin Fast Track 100 award, given to Britain's top 100 private companies with the fastest-growing sales, been ranked by Deloitte as among the 500 fastest growing tech businesses across the whole EMEA region, and included in the Sunday Times SME Export Track 100 list of the British companies with the fastest-growing international sales.

We are very proud of these achievements and are now recruiting to continue the growth of our company even further, by adding exciting new positions to our Eastern Europe office in central Sofia - very close to the Mall of Sofia.

About the role:

- Serving as a point of contact for internal and external queries related to invoicing.
- Ensure all client invoices are prepared and sent out promptly and correctly by post or email on an agreed client timescale.
- Ensure all invoices are approved and coded correctly, and posted to the accounts system.
- Make certain that the qualities of the invoices are up to the mark and invoice rejection is reduced to minimum.
- Rectifying invoicing errors.
- Responsible to record amend or revise the invoicing procedures as per each client-invoicing requirement.
- Liaising with project managers/sales team when necessary for invoicing details (such as purchase order number etc).
- Keep a strong check on credit terms and if client is not paying as per the payment terms then notify account manager and sales lead.
- Fully reconcile all client accounts on accounting software.
- Tracking and resolving queries relating to unpaid invoices. Managing the debtors' ledger, reconciling and allocating cash against invoices on accounting software.
- Prepare weekly invoice report for senior management and ensure that invoicing report is always kept clean and there are no jobs to be invoiced at the end of the day, week and month.



- Assist the team and finance manager whenever required.

Requirements:

- Previous experience within Accounts Receivables
- Good Excel skills
- Good at prioritising and work well to deadlines under pressure
- Ambitious with excellent communication and interpersonal skills
- Excellent communication and negotiation skills and the ability to contribute to the work of a team
- Ability to maintain confidentiality concerning financial and customer transactions
- Strong command of oral and written English

What we offer:

- Career progression possibilities
- Trainings tailored to your needs
- Flexi-time
- Holiday increase
- Weekly fruit and drinks deliveries and monthly breakfast
- Game nights, teambuilding and parties

If you can't wait to become the next member of our successful team, please contact us now – we're looking forward to receiving your CV at tsveta.ilieva@translateplus.com !

Please note that we receive a very large amount of applications. We aim to get back to you as soon as possible should you be invited for an interview. If you will not be invited for an interview at this stage your application will be saved for the future. We apologise that we cannot e-mail you individually in that case.