



Junior Commercial Assurance Analyst

We are the leading global information services company, providing data and analytical tools to our clients around the world. We help businesses to manage credit risk, prevent fraud, target marketing offers and automate decision making. We also help people to check their credit report and credit score, and protect against identity theft.

In 2018, for a fifth consecutive year, Experian has been named to Forbes Magazine's Top 100 list of the "World's Most Innovative Companies."

We employ approximately 17,000 people in 37 countries and our corporate headquarters are in Dublin, Ireland, with operational headquarters in Nottingham, UK; California, US; and São Paulo, Brazil.

At Experian, we are committed to building an inclusive culture and creating an environment where people can balance successful careers with their commitments and interests outside of work. Our flexible working practices support our belief that this balance brings long-lasting benefits for our business as well as our people. Some roles lend themselves to flexible options more than others, and if this is important to you, we are open to discussing agile working opportunities during the hiring process.

Responsibilities:

- Create standardised billing schedule templates for new products and ensure effective training of any new resulting processes across Commercial Assurance Team
- Ensure client monitoring reports are kept up to date with contract changes, new client agreements and expired accounts
- Ensure manual invoicing schedules are kept up to date, in line with UK Service and Billing Team requirements
- Develop new templates and processes to improve accuracy and standardisation of billing practices
- Investigate and resolve billing and invoice queries related to Commercial Assurance activities

- Work with cross-functional teams in resolving billing and revenue related issues
- Provide assistance to other Commercial Assurance Analysts and create a best practice team through collaboration
- Work with product teams to create a robust flow of MI to assist in the accurate billing of all product types
- Identify contracts subject to Retail Price Inflation and ensure billing schedules are updated accordingly
- Assist in the collection of under-billed revenue by identifying client billing issues and reporting them to Strategic Pricing
- Use intuition and investigative analysis to identify opportunities for billing process improvements and ensure accurate invoicing

The successful candidate will have:

- 1 to 2 years of relevant working experience within complex multinational environment
- Advanced Microsoft Excel and Microsoft Access skills
- Experience of working under pressures to tight deadlines
- Strong communicator
- Experience of investigating and interpreting deviations from expected financial outcomes
- Experience in working autonomously in order to solve complex, detailed problems
- An appetite for problem solving and process improvements
- High attention to detail
- An inquisitive and analytical mind
- Excellent numerical skills

We offer:

- Personal Development - career pathway for professional growth supported by learning and development programs and unlimited access to online educational training courses, learning materials & books
- Work environment - excellent work conditions with friendly environment, recognized strong team spirit, and fun and quality recreation time
- Social benefit package - life insurance, food vouchers, additional health insurance, corporate discounts, Multisport card, and a Share options scheme
- Work-life balance - 25 days paid vacation and 3 additional paid days for participation in Social responsibility events
- Opportunity for Flexible working hours and Home Office

Please have in mind, only the shortlisted will be contacted.