

JOIN THE ULTRAFAST LANE...

Invoice Administrator

Business Function:	Build Support
Reports to:	Civils Operation Manager
Location:	Kings Hill, Kent
Salary:	Competitive
Terms:	Permanent, Part time

A BIT ABOUT US

Here at Trooli, we're on a mission to banish buffering, vanish video call embarrassment and clear up those "up to" speed claims that give broadband a bad name.

How? By providing our **new, guaranteed, ultrafast, full fibre broadband speeds** to as many communities as possible across Kent, East Sussex and beyond.

We've already got the great network, now we need more **great people** to take us even further.

Think you can help? Here's why you should get in touch ...

- **We're passionate about growth**
We've come a long way in 2 years, from nothing to 50,000+ premises passed, 10 staff to over 100 and are now one of the most respected altnets in the industry – and that's just the start. But it's not just our network, we're passionate about ensuring our employees grow with us too.
- **We're passionate about our people**
At the heart of our culture is a belief that a company should be much more than politics and processes. That doesn't mean these don't exist, but it does mean that our people are the most important part of our business, that life here is that bit more fun and our high staff retention rates are something we're rightly proud of.
- **We're passionate about our customers** – wouldn't it be nice for a broadband network to be independent of Openreach and have complete control of where it builds and the experience our customers receive? Well, that's exactly what Trooli is and with an Excellent Trustpilot rating from our customers, it's clear we're doing something right!

Still interested? Read on...

THE ROLE

Our network is the most important part of our business – without it we simply don't have ultrafast broadband to sell... this role is a crucial part of our planning and build teams where you'll be responsible for helping our teams complete our new network areas. Want to feel the pride of knowing you've helped unlock ultrafast broadband for thousands of desperate customers? Here's what we're looking for...

THE DAY JOB

- Managing and assigning Fixed Penalty Notices to the appropriate party
- Building strong relationships with external contractors to resolve FPN disputes
- ensuring the company receives payments for FPN's in a timely manner
- Reconciling invoices, processing Invoices and tracking against Regional / Project budgets

WE'D LIKE TO SPEAK TO YOU IF...

- You are an enthusiastic and motivated Administrator
- You have a good head for numbers
- You have experience of processing invoices
- You are keen and willing to learn

WE'LL LOVE YOU IF...

- You are proactive and a self starter
- Confident in setting up terms and conditions of payments
- Experienced with processing and reconciliation of invoices
- You are a strong negotiator

AND IN RETURN, YOU'LL GET...

- 25 days paid holiday, plus bank holidays
- Generous life insurance policy
- Company sick pay after qualifying period
- Pension
- Career progression
- Free parking
- Friendly working environment
- Company laptop
- Employee referral scheme
- Cycle to work scheme
- COVID secure and risk assessed employer

OUR VALUES

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** invest in each individual.
- **Continual improvement:** work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality:** we do what we do well.

If you think you are the person we are looking for, please send your CV to alicerose.pitchley@trooli.com prior to the closing date