

JOB DESCRIPTION

Administration & Accounts Assistant

DEPARTMENT	REPORTS TO	EMPLOYMENT TYPE	LOCATION
Finance & Operations	Finance Director	Full-time	Remote / work from home
ON-SITE REQUIREMENT			
Minimum of one day per month at our London office in Whitechapel			

Position overview

We are seeking a detail-oriented and proactive Administration & Accounts Assistant to join our growing team. We specialise in delivering Microsoft solutions, Dynamics 365, cloud subscriptions, and hardware and software products.

This role bridges traditional accounts support and subscription-based finance. Your primary responsibility will be operating our **Infiterra** subscription billing platform. You will also support day-to-day accounts functions in **Microsoft Dynamics 365 Business Central**, handle vendor and client reconciliations, and act as a primary point of contact for client account queries.

Key responsibilities

Subscription billing & accounts receivable

- **Infiterra platform management:** administer and support the Infiterra billing engine so that monthly recurring revenue (MRR) for Microsoft cloud licences (e.g. Microsoft 365, Azure, Dynamics) is processed accurately and syncs with Business Central and Microsoft CSP.
- **Platform support:** handle Infiterra system issues directly with clients and the Infiterra support team.
- **Debtor reconciliations:** assist with regular debtor reconciliations in Business Central, matching customer payments against the recurring invoices and subscription tiers generated by Infiterra.
- **Collections & credit control:** monitor aged debtor reports, follow up overdue accounts by email and phone, and resolve billing discrepancies to maintain healthy cash flow.

Accounts payable & creditor management

- **Creditor reconciliations:** reconcile vendor statements, in particular monthly Microsoft partner distribution and software provisioning invoices, against purchase orders and data held in Infiterra and Business Central.
- **Invoice processing:** capture, code and post supplier invoices accurately in Business Central.
- **Payment preparation:** help prepare weekly or monthly supplier payment runs for management approval.

Client interaction & account support

- **Billing enquiries:** act as the first line of support for clients on subscription changes, prorated billing, Infiterra portal queries and invoice updates.
- **Client onboarding:** set up new client profiles, subscription packages and payment methods across Infiterra and Business Central.

General office administration

- **Data maintenance:** keep client and supplier master data clean, accurate and consistent across all financial systems.
- **Administrative support:** assist management with ad-hoc reporting, revenue documentation and digital filing to keep remote office operations running efficiently.

Preferred experience

- **Accounts experience:** at least 2–3 years in a combined accounts and administrative role; a quick, adaptable learner.
- **Billing platforms:** experience of an automated subscription or recurring billing engine.
- **Industry background:** experience in IT, SaaS, a managed service provider (MSP) or the Microsoft partner ecosystem.
- **Communication:** excellent verbal and written communication skills for professional client interaction.
- **Remote working:** proven ability to work autonomously, stay organised and manage time effectively from home.
- **Travel:** able to commute to our Whitechapel, London office for the mandatory monthly on-site day.

How to apply

Please email your CV and a covering letter to steve.godfrey@advantage.co.uk.