

Job description

Job Title: Civil Billing Coordinator

Reporting to: Finance Manager

Objective of the role

The focus for this role is working with the Finance Team, assisting fee earners across the firm by way of attending monthly meetings with all fee earners and ensuring that the matters are progressed in a timely manner

Key responsibilities

- Attending monthly billing meetings with fee earners to review WIP, the progress of files currently being processed by the billing team and 'housekeeping' (in line with the policies of the firm) such as;
 - Time transfers
 - Rate changes
 - WIP write offs
 - Billing write offs
 - File closures
 - Disbursement transfers or write offs
 - Amend client records as needed
 - Assess fees received vs. targets with each fee earner
- Ensuring any tasks following billing meetings are dealt with promptly
- Drafting and processing the payments on account for profit costs and disbursements (where requested) on CCMS
- Posting the weekly bills following receipt of remittance from the LAA, accurately allocating costs to fee earners and charging the appropriate timelines and disbursements
- Corresponding with external cost draftsman to ensure that matters are progressing and fee earners are kept up to date with the progression of the files

Additional responsibilities

- Drafting and processing Interim and Final Certificated claims for submission to the LAA and drafting bills following Assessment of Claims
- Drafting and submitting Interim and Final Claims for matters under the Legal Help scheme and drafting bills following Assessment of Claims
- Administrating High Costs Cases
- Coordinating Inter-partie Bill of Costs and drafting bills following settlement
- Maintaining detailed electronic records of all claims on the bills tracker to support cash flow forecasting and budgeting
- Maintaining efficient and effective filing systems of claim and related documentation
- Dealing with queries from fee earners across the firm, and supporting them in the preparation and delivery of bills
- Working with Legal Cashier to process invoices from counsel, experts and other providers of service for the firm, ensuring that invoices are authorised by the appropriate fee earner and are accurately referenced

- Assisting with the preparation of interim and final bills for privately funded matters, if required
- Closing completed matters and processing them in order that they can be archived
- Assisting with preparation of training and guidance materials for fee earners and team members
- Assisting in the monthly preparation and distribution of financial and other management reports for fee earners
- Processing rate changes on private matters as directed
- Assisting other team members to post accurate bills, journals, WIP/Disbursement write offs, time transfers and receipts to the firm's accounting system, also maintaining ledger compliance including investigating balances, closing finished matters and ensuring that all monies received are apportioned accurately and in a timely manner
- Assisting when required with crime billing and provide cover for the billing team/finance team
- Assisting with the firm's yearly audit
- Compliant with SAR, LAA, LEXCEL or other external agencies

Person specification

Experience and education

- At least one year's experience of billing, gained within a law firm
- Knowledge and understanding of Legal Aid and other systems of public legal funding
- ALCD or AAT qualification desirable, but not essential

Skills and abilities

- Ability to work effectively and respond well under pressure
- Organised and efficient
- Strong communication and customer service skills
- Excellent attention to detail
- High degree of numeracy
- Strong IT skills

Personal qualities and attributes

- Friendly and approachable with a professional manner
- Flexible, co-operative and supportive team player
- Enthusiastic and confident and able to work with a wide range of people