

Job description

Job Title: 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 together with providing support to the billing and costs team.

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 to include any troubleshooting
- 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
- Advising fee earners with queries that arise
- Assisting the billing coordinators with any complex and technical issues that arise
- Assisting the Finance Manager with clearing queries and historic issues
- Providing training to the billing coordinators regarding both civil and criminal aspects of billing
- Providing knowledge and assistance with appeals against LAA assessment and rejections

Person specification

Experience and education

- Experience of billing, gained within a law firm
- Knowledge and understanding of Legal Aid and other systems of public legal funding both in the criminal and civil sector
- ALCD or AAT qualification desirable, but not essential

Skills and abilities

- Ability to work effectively and respond well under pressure
- Confident, with good influencing and negotiating skills
- Organised and efficient
- Ability to use own initiative

- 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