

Billing Assistant – Job Description – August 2021

REPORTING TO: Revenue Manager

JOB DUTIES: To be responsible for timely and accurate billing activities within the firm to include –

- Production and editing of pre-bills received from Partners/fee earners and distribution thereon as required;
- Accurate preparation and review/editing of final fee notes as instructed by the appropriate partner/ fee earner;
- Preparing and obtaining sign off on any cancel/credit fee notes required, ensuring reasons are noted for the cancel/credit;
- Posting cancel/credit fee notes to the firm's practice management system;
- Undertake client billing (across teams/divisions) – coordinating from start to finish;
- Preparation and distribution of client reports;
- Preparing and processing WIP and disbursement write offs as required;
- Client and Matter Housekeeping – close and change specifics as requested;
- Client and Matter set up to streamline the billing process;
- Providing guidance on billing as required to Partners/fee earners and secretaries;

Undertake any other reasonable duties as requested.

SKILLS AND EXPERIENCE

- Legal Billing experience – hugely desired
- Knowledge of VAT rules surrounding billing clients locally and internationally - desired
- Experience of e-billing – preferred
- Experience of developing Billing Systems and Procedures – hugely desired
- Enthusiasm, accuracy and a sharp eye for detail will be essential;
- Comfortable working as part of a team but also able to perform to your own initiative when required;
- Excellent client (internal and external clients) relationships skills with a 'can do' attitude to support client service
- Comfortable with the current, and potentially future, remote working requirements;
- Adaptable to change in relation to processes and software used and deployed throughout the firm
- You'll be confident in your own judgement and skills, but also able to know when it's necessary to call upon the help and expertise of others.

- It is essential that you have strong organisational skills and the ability to work under pressure in a busy and demanding environment;
- You will be proficient with Word, Excel and Outlook