

## Job Description

**Job Title:** Junior Civil Billing Clerk  
**Based at:** Doughty Street Chambers, London

**Position reports to:** Costs Lawyer

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### Job Purpose:

To deliver an excellent level of billing support to our clerking teams. This role will include working closely with both the clerking team and finance function in Chambers in order to provide an efficient professional service to both members of chambers and our professional clients.

### Scope:

This role is intended to assist with the accurate and efficient production of bills and fee notes. It will require close liaison with the Clerks and the Finance Team.

### Key Responsibilities:

- Monitor chambers time recording software and billing inboxes, use the information submitted by members to accurately complete the necessary billing.
- To proactively chase unbilled work.
- Process billing and produce fee notes across a range of practice areas covering all civil practice areas and funding streams.
- Ensure all bills and fee notes are prepared in line with chambers policies, that they are produced accurately and on timely basis.
- Develop an understanding of the workings of the Legal Aid Agency and all other appropriate funding/ retainers used by members of chambers
- Deal with queries regarding bills, invoices and fee notes, or ensure queries are passed to the relevant person in a timely manner with sufficient information to ensure they are followed up.
- Deal with assessments on both legal aid and IP cases.
- Provide counsel with support and guidance on settlement and negotiations of costs
- Ensure good communication with Barristers and Clerks are maintained to promote effective control of fees.
- Management of projects as directed by the Senior Practice Manager
- Other fees related tasks and projects as may be directed by the Senior Practice Manager.

## Person Specification

Qualifications	A minimum of 5 GCSEs at Grade A-C, including Maths and English or equivalent.
Experience	This is an entry level position.
Knowledge	The successful candidate will have clear understanding of the relevance of communication required with external clients as well as internal members and staff.
Essential and Desirable skills and competencies	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Be able to use own initiative and perform well under pressure whilst having the ability to prioritise workloads.</li> <li>• Excellent attention to detail and an understanding of the importance of recording information accurately.</li> <li>• Ability to communicate effectively with a range of stakeholders.</li> <li>• Excellent IT Skills and experience of Microsoft Office.</li> <li>• Well organised and efficient.</li> </ul>

**Remuneration:** Annual salary, £LLW

**Working hours:** 9:00am – 6:00pm, Monday – Friday (40 hours).

**Application:** To apply, please complete the relevant application form and send this to Isi Onwukwe-Anyadike by 12 noon on **19 April**. Applications submitted after this date will not be considered.

**Email:** [i.onwukwe-anyadike@doughtystreet.co.uk](mailto:i.onwukwe-anyadike@doughtystreet.co.uk)

**Tel:** 020 7404 1313

***Doughty Street Chambers is committed to creating a diverse workspace and is proud to be an equal opportunity employer. All qualified applicants will receive equal consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, neurodivergence, age, or veteran status.***