

## Job Description

<b>Job Title:</b>	Civil Biller
<b>Based at:</b>	Doughty Street Chambers, London
<b>Position reports to:</b>	Senior Practice Manager - Civil

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### Job Purpose:

To deliver an excellent level of billing support to our civil clerking team. This role will include working closely with both the civil clerking and finance function in Chambers 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 civil bills and fee notes. It will require close liaison with the civil clerks and the finance.

### 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 civil practice areas covering Private, Legal Aid and CFA work.
- Support the civil clerking team in ensuring 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.
- 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.
- Ensure good communication with barristers and clerks are maintained to promote effective control of fees.
- 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	Minimum two years' experience in a billing role in barristers' chambers.
Knowledge	The successful candidate will have detailed knowledge of billing processes in barristers' chambers, for both private and LA cases. They will have a clear understanding of the importance of communication 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> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working with Meridian Law Connected (MLC) case management software.</li> <li>• Experience of costs in barristers' chambers</li> </ul>

**Remuneration:** Annual salary £30,000-£35,000 depending on experience.

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