**Job description**

**Job title:** Billing Clerk

**Department:** Business Services

**Location:** Manchester

**Reporting to:** Partner

**Hours:** 9:30am – 5:30pm, Monday to Friday.

**Contract:** Permanent

**Salary:** Competitive, Provided upon request

## Overall purpose:

This role will involve supporting members of the firm with all aspects of legal aid billing, and will be placed within the Human Rights Department in the Manchester office. You will be preparing and progressing legal aid bills arising from cases involving judicial reviews, claims under the Human Rights Act and the Equality Act, abuse, Court of Protection, immigration and asylum, inquests, and clinical negligence.

## Main responsibilities and duties include:

* Preparing fixed fee and escape claim Legal Help bills to submit to the Legal Aid Agency (“LAA”);
* Preparing nil bills and claims for costs for certificated cases to submit to the LAA;
* Preparing complex claims to send to costs draftsmen, including drafting instructions and collating relevant documents;
* Liaising with counsel’s clerks and experts;
* Collating disbursements, invoices and counsel’s fee notes;
* Using CCMS and CWA to submit and progress bills (including via bulk upload where necessary);
* Requesting and allocating payments on account;
* General document administration including, filing, scanning, and archiving;
* Assisting with annual audits by the LAA;
* General liaison with the LAA regarding the processing of bills (via CCMS and by telephone where necessary);
* Tracking the progress of cases in costing and liaising with fee earners to ensure smooth and timely billing of files; and
* Working closely with other billing clerks, fee earners and our accounts team.

**Key skills required:**

* Previous experience preparing legal aid bills and using CCMS and CWA electronic billing systems is preferred, but not essential; and
* Ability to use software packages (in particular Excel and relevant document management systems).

**Person specification:**

* Strong numerical skills and strong desire / ability to work with numbers;
* Ability to demonstrate a high standard of competency to work with Microsoft Excel and accounting software(s);
* Ability to manage assigned tasks in an assertive, efficient and timely manner;
* Proven ability to organise, prioritise and work to tight deadlines whilst maintaining a positive attitude;
* Demonstrable previous experience of working in a busy office environment;
* Good attention to detail;
* Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of internal and external stakeholders;
* Proven ability to take initiative, work and contribute in a team environment and maintain a professional conduct;
* Commitment to maintaining the highest levels of integrity and professional conduct; and
* Good attendance and timekeeping.