

Key information

Job title	Legal Biller
Department:	Finance
Team:	Revenue Control
Reports to:	Billing Supervisor
Hours:	9:30am - 5:30pm

Why Forsters?

We are renowned for our private wealth and real estate focus, together with our strong corporate and commercial and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

Forsters: Closer connections. Exceptional results.



What sort of work?

We have an exciting opportunity in our Revenue Control team within the Finance department. This process driven role is for a proactive and competent Legal Biller who will operate successfully in a pressurised and fast-paced environment. The Legal Biller will take on a pivotal role in ensuring the smooth and efficient functioning of the billing process, taking ownership of tasks in actively delivering on all routine and daily requests.

Billing & Financial Administration:

- Take ownership of the billing processes. Work together with other billers and the revenue team to manage the billing process from end-to-end in line with the firm's policies and HMRC/SRA rules, including:
 - attendance at monthly WIP meetings to action tasks specified
 - report generation
 - review and post invoices in line with firm's policies and HMRC/SRA rules
 - initiate and run proformas liaising with relevant stakeholders
 - edit proformas as requested
 - invoice distribution internally and externally (Partners/Fee Earners/Secretaries/Clients)
 - production of bespoke invoice narratives
 - ownership of allocated tasks and queries within the Finance Inbox
 - processing credit notes (in line with internal policies and procedures), WIP and disbursement transfers and write-offs.
 - management of specific invoicing arrangements
 - management of complex invoices, including composite invoices
 - administration of relevant billing data on client and matter files (fee estimates, billing addresses, specific billing instructions and the like), obtaining the relevant approvals from the Compliance team where necessary
- Handle internal billing queries professionally and diligently.
- Work closely with all teams within the Finance department to streamline and improve billing-related processes, including participation in any change management initiatives.
- Undertake any other tasks as reasonably required and defined by the Billing Supervisor.
- Provide cover for other members of the team as and when required.

Operational Excellence & Problem Solving:

- Ensure deadlines are consistently met through effective time and workload management, prioritising tasks as necessary and taking ownership of problem resolution where applicable.
 - Identify areas for improvement, proposing solutions and taking a hands-on approach to implement changes to enhance overall team efficiency.
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- Ensure to consider anti-money laundering regulations where relevant.

Collaboration & Stakeholder Engagement:

- Liaise with revenue team colleagues as well as Fee Earners, Executive Assistants and Legal Secretaries to ensure the seamless execution of billing tasks.
 - Play a key role in the firm's change management programs relating to billing practices. Actively contribute to discussions on how to improve processes across relevant areas.
 - Liaise proactively with legal teams for billing instructions. Manage discussions on and coordinate specific billing arrangements for allocated practice areas.
 - Assist with the transition of billing responsibilities from Legal Secretaries and Executive Assistants to the Billing team.
 - Maintain strong relationships with teams throughout the firm, in particular the Compliance team for collaboration on file administration and AML regulations.
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We are leaders in our field and you will be part of a firm with an outstanding reputation, working with high quality clients on high quality matters delivering exceptional outcomes. We will encourage you to be entrepreneurial, explore ideas and make your mark. We will provide you with the support you need to grow professionally and personally to reach your full potential.

You'll be in an environment of happiness, collaboration and flexibility. We take our work seriously and being happy and having fun is an integral part of that. We work both in and out of the office in Marylebone depending on what's best for our clients, our team, our business and our professional growth.

We are looking for you to bring your energy and enthusiasm to work every day and to collaborate and work with colleagues as one team, to listen and consider each other. We ask you to take responsibility for your growth and development, share your ideas and let us know what you want to achieve. We are looking for you to get involved in our responsible business activities, pro bono, community and sustainability initiatives.

- ✔ Elite 3E experience essential
- ✔ Recent relevant experience within a similar role, gained within a law firm or another professional services firm
- ✔ eBilling experience desirable but not essential
- ✔ Strong understanding of billing processes and financial management
- ✔ Knowledge of HMRC and SRA rules
- ✔ Strong client service skills to ensure an effective and professional service delivery to clients
- ✔ Excellent verbal and written communication and interpersonal skills. Ability to interact with people at all levels
- ✔ Ability to pick up and adapt to new systems and procedures quickly
- ✔ Exceptional organisational skills, with the ability to manage multiple tasks simultaneously, prioritise effectively and manage time efficiently
- ✔ Strong and flexible team player, able to take direction from management, partners/associates and internal clients
- ✔ Methodical in approach to work
- ✔ Punctual and responsive approach to work. Flexible as regards to time and duties, adapting to the needs of the business
- ✔ Share ideas on best practice with colleagues and peers
- ✔ Willing to learn new tasks and take on new responsibilities when needed
- ✔ Proactive and solutions-oriented mindset
- ✔ Self-motivated with a 'can-do' approach
- ✔ Ability to work autonomously and unsupervised
- ✔ Ability to work well under pressure and adhere to tight and demanding deadlines
- ✔ A team player with strong interpersonal skill
- ✔ Willingness to take ownership of problems and see them through to resolution
- ✔ Understanding of privacy and confidentiality
- ✔ Excellent attention to detail and accuracy
- ✔ English and Maths GCSE at grades A-C (or equivalent)
- ✔ Numerate/confident with numbers and budgeting
- ✔ Proficient in use of MS Office (specifically Word, Excel and PowerPoint)

Equal Opportunities

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

www.forsters.co.uk

