

Billing Coordinator

Accounts - London

The opportunity

An opportunity has arisen for a Billing Coordinator to join our Accounts team, to provide an administrative service to the firm for billing purposes. This will involve liaising with Partners, Fee Earners and PAs and other members of the business. The holder will be responsible for supporting the billing team when extra resource is required. They will also be required to assist the Billing Manager with his duties.

The firm

Bird & Bird opens up a world of possible for lawyers and professionals everywhere. Working for a leading international law firm like Bird & Bird means working alongside people who are truly collegiate in the way they work with everyone. We work as one global team, with over 70% of work involving people from across the firm. And that's only increasing! It's this common purpose and shared approach that makes for a more productive and collaborative place to work. Your firm. Your future.

The team

Bird & Bird's Finance team's mission is to provide world class finance support to the business. In London the team comprises of over 70 finance professionals across a wide range of areas including management and financial accounting, transaction processing, partner accounting, tax, treasury, pricing and commercial decision support. Our 32 international offices have their own professionals providing local expertise and support. Collaborative across the network the team are focussed on driving efficiency, adding value and profitable growth.

Our promise

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working.



What you'll do

- Maintain a portfolio of WIP in order to ensure timely billing and effective management of matters
- Attend monthly meetings with Partners to discuss billing
- Submit WIP reports to the Partners & Fee Earners when required
- Produce Billing Guides, Invoices & Credit Notes
- Generate reports from SSRS as required by the Partners & Fee Earners
- Prepare client invoices in accordance with instructions from Partners & Fee Earners
- Ensure e-billing requirements are met
- Ensure that invoices comply with agreed client fee arrangements
- Ensure that invoicing meets all statutory/legislative requirements
- Follow-up on timesheets to ensure that Partners & Fee Earners keep them up to date



About you

- Proven billing coordinator experience essential
- Previous working knowledge of Aderant/Elite preferred
- Good knowledge of Excel and working knowledge of other MS packages
- Familiar with SRA guidelines and VAT compliance
- Good communication skills
- Excellent organisational skills
- Proven ability to use own initiative and a proactive attitude
- Attention to detail and high level of accuracy in work produced
- Team player and flexible
- Previous knowledge of e-billing systems

The main responsibilities of this role are outlined above; however, this description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the department. The role may require some working outside our normal working hours of 9:30am- 5:30pm.

Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We are delighted to confirm that we have recently achieved Mansfield Certification, following our successful participation in the UK pilot programme. This certification was achieved by considering at least 30% women, lawyers from underrepresented racial/ethnic groups, lawyers with disabilities and LGBTQ+ lawyers for at least 70% of UK fee earner and leadership positions.

We are participating in Mansfield Rule UK 2.0 and continue to work towards ensuring a diverse pool of candidates are considered our roles, in line with the Mansfield Rule. You can read more about this [here](#).





In the event that we make an offer to you and you accept, we will conduct pre-engagement background checks, where permitted by local legislation and according to the nature of the role that may include right to work, professional and academic qualifications, criminal records, sanctions, financial stability, media, directorships and references from previous employers.

Please click below to view more detail in our Applicant Privacy Notice.

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