

Bird & Bird

A world of *possible*.

# Credit Controller

Accounts - London

## *The opportunity*

The role holder will be expected to provide an effective and professional credit control service for our Commercial, Real Estate and Finance departments.

They will also need to ensure debtor information is provided regularly to Partners and that monthly cash targets are achieved.

## *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*

In London, the team comprises of 63 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

- Face to face monthly meetings with Partners to discuss their Debtors report in detail and ensure actions points are noted.
- Arrange for client's queries to be resolved in an efficient and timely manner.
- Chase outstanding debts by Telephone, E-mail and Letter.
- Work in connection with the Cashiers departments for accurate allocation of payments.
- Compile and provide departmental heads with statistical information regarding Lock-up.
- Ensure precise records are posted to ARCS and that the diary system is fully utilised.
- Provide information to Credit Controller Manager for regular departmental meetings.
- Responsible for 400 clients with around 800 open invoices at any one time.
- Full responsibility for the outstanding debts in the Commercial, Real Estate and Finance departments.
- Filing and other ad-hoc duties.



## About you

- Credit control experience preferably within a professional services environment.
- Working knowledge of ARCS/Aderant Expert preferred.
- Intermediate Excel skills and a good working knowledge of other MS packages.
- Excellent interpersonal and communication skills.
- Good organisational skills.
- Forward thinking and able to use initiative.
- Able to communicate in a clear and professional manner.
- Team player.

*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](#).*





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