

Global Rates Administrator

Finance - London

The opportunity

The objective of this role is to provide an administrative service to the Firm for the management of client agreed rates. This will involve liaison with all members of the business to include Partners, Fee-earners, PA's, Commercial Accountants, Billing Coordinators & the Pricing team. The holder will take responsibility for ensuring that client agreed rates are accurately recorded into our practice management system.

The firm

Bird & Bird opens up a world of possible for lawyers everywhere. Here you can advise major enterprises and high-growth businesses on matters that are often transformative in nature, and alongside people who are truly collegiate in the way they work with everyone at Bird & Bird. We are one international firm, where over 70% of our work involves teams from across our firm. And that is only going to increase. It is this common purpose and shared approach that makes for a more productive, and collaborative place to work.

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

The main objective of the role:

- Reviewing Global business acceptance rate proposals – entering rates, validating discounts & rate levels
- Reviewing client fee arrangements to ensure system compliance
- Producing rate information from Aderant and SSRS reports
- Generating and maintaining rate set templates for uploading
- General rates housekeeping to ensure existing system rates are correct
- Providing rate support to the business
- Working collaboratively with the pricing and commercial accounting teams, CRE's and global billing teams
- Updating system client/matter comments with current rate information
- Regular meetings with the Rates Team Manager to discuss issues and solutions



About you

The successful candidate will have the following:

- Previous knowledge of rates management
- Familiar with billing process
- Working knowledge of Aderant/Elite essential
- Good knowledge of Excel and other MS packages
- Good communication skills
- Excellent organisational & investigative skills
- Proven ability to use own initiative and a proactive attitude
- Attention to detail and high level of accuracy in work produced

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](#).



standOUT



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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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