

## Job Description | Billing Analyst

**Department:** Finance

**Location:** Glasgow

### The Team

There is no better time to join our Glasgow team. Our business services function is undergoing an exciting transformation, paving the way for an even more promising future. You'll play an essential role in helping to optimise our business operations, as part of a market leading, global law firm that works as one to achieve our ambitions. Thrive in a team where your voice matters, and you're trusted to work your best way. In a fast-paced environment, you'll work alongside collaborative and supportive colleagues. If you're a proactive self-starter ready to contribute to something extraordinary, here you can play a big part in a winning team.

### The Role

As a Billing Analyst in the Working Capital Team, you will ensure the accurate and timely generation and dispatch of client invoices. Reporting to the Working Capital Manager, your responsibilities include raising billing guides, finalising bills on 3E, and submitting them via eBilling platforms. You will verify matter data, liaise with legal and tax teams to resolve queries, and support the Credit Control team. Additionally, you will ensure compliance with service level agreements, facilitate multi-jurisdictional billing, and participate in billing review meetings with Partners. This role requires excellent communication skills and meticulous attention to detail.

### Key Responsibilities

- Raising billing guides/draft bills/proformas and finalising bills on 3E in accordance with Partner instructions and client specific requirements
- Ensuring bills are dispatched in a timely manner
- Submission of bills on various eBilling platforms
- Using 3E to make general matter, invoice or credit note enquiries
- Matter data verification – checking new files for errors in billing related criteria and chasing for legal teams for corrections
- Close liaison with lawyers and focal point for queries

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- Liaising with tax team to assess tax treatment of bills / resolving tax related queries from clients
- Dealing with billing related queries on 3E
- Day to day interaction with the Credit Control team to resolve queries and provide necessary back-up to support the collection process
- Liaising with partners / billers in the regional offices to facilitate multi-jurisdictional billing
- Ensuring that service level agreements are recorded and followed
- Reviewing and utilising client funds as appropriate within billing process
- Running various reports in 3E
- Day to day housekeeping to include processing write-offs and closing files
- Participating in billing review meetings with Partners with line manager
- Undertake ad hoc responsibilities as required by line manager

## Essential Skills & Experience

- University degree in Business, Finance, or Accounting (an accounting qualification is desirable)
- Experience working on 3E or Elite Enterprise, or a similar practice management system
- Demonstrable experience in a similar role within a law firm or other professional services environment (desirable)
- Excellent attention to detail with a high level of accuracy
- Intermediate MS Office skills (Excel and Word in particular)
- Excellent written and verbal communication skills
- Excellent interpersonal skills, with the ability to interact with all levels of staff, particularly at Partner level
- Excellent organisational skills
- Strong time management skills with the ability to prioritise key tasks

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- Team player with the flexibility to work additional hours when required
- Confident and enthusiastic

## The Firm

Clyde & Co is a leading global law firm, helping organisations successfully navigate risk and maximise opportunity in the sectors that underpin global trade and commercial activity and enable global prosperity, namely: insurance, aviation, marine, construction, energy, trade and natural resources. Globally integrated, we offer a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. We are committed to operating in a responsible way by progressing towards a diverse and inclusive workforce that reflects the communities and clients it serves and provides an environment in which everyone can realise their potential, using its legal and professional skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment including through a commitment to the SBTi Net-Zero standard and the setting of ambitious emissions reduction targets. The firm has 490 partners, 2400 lawyers, 3200 legal professionals and 5500 people overall in nearly 70 offices and associated offices worldwide.

## Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

## Business Services Competencies

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Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.

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