

E-Billing / Finance Administrator (6 month contract)

Ashurst Services Central, Working Capital, Glasgow

Recruitment

About Ashurst	<p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit www.ashurst.com.</p>
Department/Role overview	<p>This role is part of our global e-billing finance team based in Glasgow.</p> <p>The e-billing team are responsible for ensuring timely and accurate delivery of all e-bills for offices in UK and EMEA.</p> <p>This role is responsible for supporting the senior e-billing analysts by ensuring all relevant data is inputted and maintained in the correct systems/platforms to allow accurate uploading of invoices and resolving issues when invoices are rejected.</p>
Main responsibilities	<ul style="list-style-type: none">• Monitor shared e-billing email inbox; research and resolve questions, and forward queries to responsible E-billing Analyst as appropriate.• Communicate internally and externally on e-billing queries.• Assist with the maintenance of e-billing invoices tracker, KPIs, and SLAs.• Submit accrual figures into client online portals.• Monitor and track acceptance or rejection of invoices in the client portal.• Provide support-related reports as required.• Support Senior E-Billers with invoice upload tasks.• Follow up with the business on invoices that have been raised but are pending upload.• Assist with e-billing maintenance exercises to ensure accurate recording of timekeeper rates in the system

	<ul style="list-style-type: none"> • Dealing with any ad-hoc enquiries.
Skills and experience	<ul style="list-style-type: none"> • Previous experience in a finance function, preferably in a professional services environment is preferable. • Proactive self-starter with good numeric, analytical, and problem-solving skills. • Attention to detail. • Comfortable with technology and using different web-based portals. • Ability to work independently and harmoniously within a team environment. • Strong organizational skills, able to juggle multiple deadlines and prioritize work. • Excellent communication skills. • Good Excel skills. • Comfortable working in a fast-paced environment. • Knowledge of E-Billing systems (e.g., TyMetrix, Passport, Collaborati, Counsel Link) is desirable but not essential as full training will be provided. • Basic VAT knowledge would be an advantage.
Background checks	<p>In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.</p>