

Job Description

Department: Finance

Location: Edinburgh

Role: Billing Administrator

The Role

The Billing Administrator role entails managing billing and credit control tasks for the Scotland Working Capital Team. Responsibilities include generating invoices, handling inquiries, updating systems, preparing reports, managing schedules, and providing support as needed. order profit reconciliation, and provide expert support for tax-related issues. This position requires attention to detail, analytical skills, and staying updated with evolving tax regulations.

Key Responsibilities

- Dealing with Team emails as required
- Generating Proformas as requested by Fees team and also from email requests
- Arranging for file closures and other matter changes on 3e – raising tickets with FSST
- Arranging to save vouching required in support of invoices and saving to VF1 for issuing to clients with bills
- Dealing with write offs and other adhoc 3E tasks on matters
- Dealing with straight forward billing
- Preparing monthly spreadsheets for certain clients for issuing to comply with client agreements
- Generating reports for specific clients to ensure we bill as per our client SLA
- Managing SCS schedule with VF1 to ensure all requests for final bills are dealt with
- Assisting with data gathering e.g., contact details or payor information for ad hoc tasks and projects – such as Billing distribution

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- Managing the ClydeCo Scotland Invoices mail box (Billing Distribution)
- Dealing with queries from invoices issued and if necessary directing to the correct area to deal
- Dispatching bills to clients both via Billing Distribution and from daily reports run
- Updating the credit control system with details of when invoices issued and to add correct dates for first chasers
- Providing copy invoices and re-issuing if require and ensuring correct info updated to matters for future invoices
- Any other duties considered reasonable

Essential Skills & Experience

- Be self-motivated with strong organisational and critical thinking skills.
- Confident communicator and adept at providing partner communications and reports.
- Demonstrates a willingness to learn new skills and assist in the on-going development of the firm's business.
- A team player with enthusiasm to offer ideas and support others.
- (Desirable) Proven experience working within a legal finance department within the UK and in professional services and working knowledge of Excel, PowerPoint and 3E.

The Firm

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the

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environment. The firm has 480 partners, 2400 lawyers, 3200 legal professionals and 5000 people overall in over 60 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

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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