

JOB DESCRIPTION

Finance Executive – London

ABOUT US

RPC is a dynamic, collaborative and commercial law firm. We love our work, but we love our clients more. Those clients are often household names, many of our lawyers are market leaders, and by investing in long-term relationships together we achieve award-winning results.

Headquartered in London and with offices in Bristol, Hong Kong and Singapore, we support our clients globally, both through our own offices and by collaborating with leading law firm networks. We are big enough to handle the most complex matters, and agile enough to adapt quickly to the opportunities and challenges our clients face. Through our commitment to and focus on five strategic areas of importance – Commercial & Financial Disputes, Insurance, Regulatory, Retail & Consumer and Technology & Media – complemented by a wide variety of practice areas, our revenue increased by 43% in the last three years.

That commercial success is reinforced by our unique culture. Clients and recruits are often surprised by just how different – how approachable – we are. We hire people with personality and invest heavily in their professional development and wellbeing. Every person at RPC should feel valued, respected and free to be themselves. And we want to help everyone achieve their ambitions – our clients as much as our people.

DIVERSITY, EQUITY, INCLUSION & BELONGING

We are problem solvers. Whether in front of clients or behind the scenes. To solve problems creatively for clients, we need diverse collaborative thinking; drawing on different experiences, backgrounds and perspectives. That means that everyone who either applies to, or works for, the firm is treated equitably. We believe in removing barriers to equal access not least because our people define us and define what we do.

If you need support and adjustments to do your best work, whether that's during the recruitment process or throughout your time at RPC, we're here to help.

ROLE OVERVIEW

The role

To provide high-quality and efficient administrative support to the Commercial team. The role requires a robust and resilient individual who is used to working within a demanding working environment.

Reports to

Head of Practice Services, partners and fee-earners within the Commercial team and secretarial colleagues.

Knowledge, skills and experience

Generate and distribute prebills to partners and other fee earners each month across Commercial for the group's key clients. This involves:

- Detailed narrative checks and changes.
- Adding time entries, marking up / down time and splitting entries (in accordance with the firm's procedures).
- Ensuring that the correct approval route for each invoice is identified.
- Checking that invoices meet agreed client guidelines.
- Liaising with fee earners to ensure proper checking of invoices before issuance to clients.
- Using the firm's software to minimise fee earner time in approving invoices.
- Working effectively with the Finance department to iron out problems and ensure high level of communication.
- Following up with partners to ensure that invoices are approved by the deadline.
- Generating reports where required for the smooth running of the group's financial hygiene.
- Ability to work in a team but also confident self-starter, being proactive about engaging colleagues where appropriate.
- Good organisational skills, with a methodical approach and meticulous attention to detail.
- Good communications skills orally and in writing.
- Some knowledge of MS Excel would be an advantage, but general IT literacy is essential.
- Previous experience of working in a partnership environment is valuable but not essential.