

Job Description | Business Services – Billing Assistant

Department: Finance

Location: Manchester

Role: Billing Assistant

The Firm

Clyde & Co is a global law firm with 400 partners, 2000 legal professionals and 3600 staff in over 40 offices across six continents. Its core global sectors position it at the heart of global trade and commerce: insurance; marine, natural resources and energy; projects and construction; aviation. Our vision is to be our clients first choice for complex, multi-jurisdictional matters in our chosen sectors by investing in our core practice areas in chosen locations, serving an international client base and build a network of offices in key trading zones. Our key focus is also to become the “go to” firm in emerging markets, running ourselves professionally by attracting and developing the best people.

The Role

This role is a key position within a fast-paced Working Capital Team responsible for managing the Lock Up of c. 40 senior partners with varied requirements and processes. Working predominantly with the Manchester fee earners the successful candidate will be responsible for billing for a variety of partners and teams. With c. 300 lawyers and staff, Clyde & Co Manchester is an integral part of our UK network and plays a vital role in Clyde & Co's leading casualty and healthcare practices.

Key Responsibilities

- Maintain and review matters post inception for Finance processing requirements including billing addresses, rates and billing arrangements.
- Processing accurate invoices and credit notes using the in-house billing system to ensure that the agreed service levels are met.
- Processing of apportionment (multi-party), net recovery and joint billing
- Dealing with billing queries and enquiries via email and phone
- Managing the various inboxes used to manage the volume of work & processes
- Processing WIP write-offs

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

- Using the Firm's systems to look up general queries on spreadsheets, 3e or case management systems.
- Dealing with all aspects of e-billing across all platforms, ensuring matters are set up and prepared for e-billing processes, including collating references and budgets.
- Maintain records of work in Excel
- Assisting in the distribution or dispatch of completed bills
- Undertake ad hoc responsibilities as required by line manager

Essential Skills & Experience

- Preferred experience in billing within a legal environment
- Professional manner in all forms of communication
- Excellent organisational skills ability to prioritise competing workloads
- Experience and understanding of apportionment (multi-party), net recovery and joint billing
- Ability to work well as part of a team
- Ability to work effectively under pressure and meet deadlines
- Strong attention to detail and high levels of accuracy
- Previous experience of E-billing (ideally in a legal context) and LEDES formats, and prior use of the 3E platform would be highly desirable.

Business Services Competencies

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