



JOB DESCRIPTION

Legal Biller / E-biller - Bristol

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 33% in the last two 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.

INCLUSION & DIVERSITY

We are problem solvers. Whether in front of clients or behind the scenes. To solve problems creatively for clients, we need diverse 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 equal access 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.

rpc.co.uk



www.linkedin.com/company/reynolds-porter-chamberlain-rpc



twitter.com/rpclaw

Role Overview

A key role for an assistant in the Firms revenue team to assist in the drive to deliver a more pro-active billing and support service to Partners & fee earners through the provision of a combined WIP management and billing service.

Involvement in various aspects of the working capital cycle including, revenue assistance, credit control, bill production & dispatch, all aspects of E-bill management and data integrity & capture.

Key Objectives

- **Support change** in approaches to new systems and processes and adhere to Finance best practice
- **Be an ambassador** for Finance's role and contribute to the firm's strategic goals
- **Wholeheartedly participate in and collaborate with** both the Finance Department and the wider Business Services Departments
- **Support** the design and application of new ways of working in a modern law firm

Reports to

Revenue Manager

Duties and Responsibilities include but are not limited to the following:

Billing – including preparation, distribution and compliance with SLAs

E-billing – including validation against client guidelines, submission and query resolution

Query Resolution via direct or shared mailbox to SLAs, being pro-active in escalating to resolution

Data integrity of key data items required for efficient 'right first time' billing, e.g. rates, references

General - Undertake ad hoc responsibilities as required.

Knowledge, skills and experience

Professional, self-motivated and positive, able to demonstrate:

- Experience in a finance function gained in professional services, preferably a law firm
- Knowledge of Solicitors Accounts Rules and VAT for law firms billing preferred
- Confident manner and personal impact to command the respect of partners
- Flexible
- Ability to prioritise and meet deadlines
- Ability to work as part of a team
- Ability to work unsupervised and on one's own initiative
- Good written and verbal communication skills
- Highly PC literate with strong systems skills, particularly in Excel and ideally in Aderant Expert (or similar).