

JOB DESCRIPTION – BILLING ASSISTANT

Reports to:

Finance Manager

Role:

- To be responsible for processing all billing in relation to family, court of protection and mental health controlled work and exceptional case claims in accordance with Legal Aid Agency contract requirements.

Key Activities & Responsibilities:

Financial/ billing processes

- To prepare and bill legal aid work for the family, court of protection and mental health departments on a daily and monthly basis.
- To liaise with the cost drafts person regarding high value bills including checking and submitting bills when returned.
- To ensure accounts ledgers are clear and accurate on legal aid files and identify any errors.
- To accurately update and submit monthly controlled work to the Legal Aid Agency electronically.
- To ensure the firm meets Legal Aid Agency key performance indicators and remains compliant with Legal Aid Agency rules.

Compliance

- Act in accordance with the proper professional standards and regulations of the Solicitors Regulation Authority, Legal Aid Agency and all other relevant bodies
- To follow all policies and procedures contained within the Office Manual
- To identify and report any risks to the COLP, COFA or Money Laundering Reporting Officer where necessary

People Management & Teamwork

- Work as a team player with the accounts team and all other staff.
- To liaise with Legal Aid Agency, counsel and fee earners where necessary.
- To assist and work appropriately and considerately with fee earners and support staff
- To attend and participate in any meetings of the department or the firm when required

Competence & Development

- Maintain knowledge and skills in legal accounts and finance and legal aid keeping up to date with relevant rules.
- Ensure continuing competence through identifying and addressing any learning needs
- Maintain a good knowledge and understanding of IT systems with a proactive approach to the introduction of new systems

The duties and responsibilities in this job description are not exhaustive and are subject to change in accordance with the needs of the firm.