

Job Description

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| 1. | JOB TITLE | Credit Manager – Fees and Billing |
| | SALARY | £35,000 (depending on experience) |
| | HOURS | 40 (or as may be required to do the job) |
| | LOCATION | 15 Essex Street |
| | ACCOUNTABLE TO | CEO/Director of Clerking and Director of Operations. |
| 2. | JOB SUMMARY | To provide a professional, effective and efficient fee collection service to Chambers.

To act at all times so as to ensure that the Chambers remains in compliance with the <i>Bar Council's Code of Conduct</i> . |
| | NUMBER OF STAFF | 0 |
| | BUDGET RESPONSIBILITY | 0 |

3. KEY RESULT AREAS

A - Day-to-day fees clerking responsibilities

- a) Working in order to ensure the timely collection of outstanding fees on behalf of members of chambers, in conjunction with the CEO/Director of Clerking, Director of Operations and where necessary, members of the clerking team. To include, but not limited to:
- Routine checking and despatching of fee notes and letters to solicitor and other clients with a view to the efficient billing and recovery of outstanding fees;
 - Providing weekly and/or monthly billing to clients when required;
 - Billing fee notes using Client E-Billing Systems;
 - Ensure barristers' times are up to date;
 - Maintaining established fee collection protocol at all times;
 - Assisting in the delivery of outstanding debt targets set by Chambers' CEO/Director of Clerking;

- Discussing fee collection matters with clients as necessary, by telephone, email and letter (as appropriate);
- Dealing with or referring to the appropriate person (clerk or CEO/Director of Clerking) any fee disputes or problem issues as may arise from time to time, particular those that may impact on client relationships;
- Discussing various forms of contractual terms with clerks and processing documentation with solicitors. Ensure terms are in place;
- Daily logging of cheques and allocation of payments on the MLC case management system in conjunction with the Administration Assistant;
- Working with the Administration Assistant to ensure barrister cheques are taken to the bank as per agreed procedures;
- Providing copy VAT receipts as and when required;
- Providing bank details to clients as and when required;
- Managing and maintaining Legal Aid and CFA payment recovery systems;
- Providing Aged Debt updates to the barristers when requested.

B – Timesheet entry

- The regular collection and processing of barristers' worksheets onto the MLC system within established time guidelines;
- Regular monitoring and updating of missing time/fee items onto the MLC system via MLC reports.

C – Other/general responsibilities

a) Marketing

Chambers seeks to promote itself actively with client and potential clients. These activities may take place outside of normal office hours. The post-holder may therefore be expected to provide support (e.g. greeting guests etc) on a small number of occasions during the year.

c) Cover for other duties

Recognising that this is a small team the post holder may be asked to cover for clerks in the event of holidays, sickness absence or pressure of work; the priorities to be agreed with the CEO/Director of Clerking in the first instance and if not available, the Director of Operations.

Any other tasks as reasonably required by the CEO/Director of Clerking and the Director of Operations.