



Legal Aid Billing Assistant

Job description

Lawstop is a specialist firm of solicitors with offices in London, Brighton, Cornwall, Somerset, Nottingham, Cambridge, and Leicestershire.

Due to continued growth we have an exciting opportunity to join our Finance Team. We are looking to recruit a full-time Billing Coordinator to work across within the Finance team, to provide general assistance in relation to billing.

The Billing Coordinator will be expected to be involved heavily with monthly billing meetings with fee earners to review WIP. The right candidate will be someone who has worked in legal aid billing T.

Job Description

- Providing administrative assistance with regards to sending files out to cost drafter and checking bills on return
- Submission of bills to Court and LAA for assessment
- Submission of bills for Public Inquiry
- Preparing and submitting claims for Payment on Account (POA) to the LAA
- Preparation of basic cost schedules using Excel
- Providing assistance on various projects including inactive matters, residual balances and file destruction
- Assistance in providing data for compliance or audit purposes
- Any other ad hoc duties required by either team

Skills required

- Experience in billing (one year preferred)
- Good communication skills, both oral and written
- Excellent ability to manage time and work in a busy environment
- Good knowledge of Excel and Word
- Good attention to detail
- Willingness to learn

Equal Opportunities: Lawstop is committed to Equal Opportunities and embraces diversity of its staff. The Firm strives to ensure that our staff reflects the diversity of the communities we serve, which is reflective at all levels within our workforce. We guarantee an interview for candidates that disclose a disability and meet the essential requirements for the post. Please provide additional details in your covering letter if this applies.

The recruitment process will fully comply with GDPR and other applicable laws.