

# TAMIL WELFARE ASSOCIATION (NEWHAM) UK

# 602 Romford road

Manor Park

E12 5AF

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**Website :www.twan.org.uk email:twan@twan.org.uk Tel: 02084780577**

**Job Title: Legal aid billing coordinator**

Tamil Welfare Association Newham UK (TWAN) is an OISC registered, community based legal advice service, providing a range of services aimed at the growth and empowerment of Tamil speaking individuals in the UK.

TWAN has successfully completed 37 years of service to the Tamil community in the UK and continues to grow. Formed initially to assist asylum seekers and victims of war and torture, we continue serve this group as well as specialising in other immigration matters. We also provide advice across a range of social welfare areas.

We require a part time legal aid **Billing Coordinator** to work for approximately 15 hours per month.

Main responsibilities

* Processing and submitting legal-aid bills For Controlled Work and Certificated cases in a timely and accurate manner
* Ensuring that appropriate LAA requirements are complied with
* Reconciliation of claims sent to the LAA
* Perform other relevant duties relating to LAA billing

Requirements

* Previous experience in the processing of LAA bills from start to finish
* Proficiency in CCMS reporting and billing
* Up-to- date knowledge of the LAA Costs Assessment Guidance

Send your CV by email to : **twan@twan.org.uk**