

Vacancy for Civil Billing Assistant

We are one of the leading firms in the UK specialising in civil liberties. We are recruiting a Civil Billing Assistant to support our Immigration, Family and Public Law departments. This position will be based in our Tottenham office.

The role will include drawing up bills and costing files, and generally assisting in the smooth running of the billing department.

We require a self-motivated individual who has good administrative, oral and written communication skills as well as good attention to detail. You should be computer literate and able to work to tight deadlines within a team environment.

You should have a good academic record and numerical skills compatible with the role, together with an interest and enthusiasm for the areas of law in which this firm specialises. You should also be able to demonstrate an interest in Legal Aid.

This position is suitable for those whose career path is to become a legal caseworker and/or study for the GDL, LPC or BPTC in the future. We welcome applications from those who are already studying for these qualifications part-time. This position usually leads to a caseworker role following the completion of one year of employment.

The person specification, job description and application form can be located on our website here <http://www.wilsonllp.co.uk/current-vacancies/>

Please email your completed application form and equality and diversity questionnaire to jobs@wilsonllp.co.uk

Deadline for applications: 30 March 2020

Anticipated start date is May 2020. We will consider a later start if required by a notice period.

Starting salary: London Living Wage based on a 35 hour working week, currently £19,201. We will consider requests for flexible working and job sharing.

Wilson Solicitors LLP welcomes applications from all sections of the community.