JOB DESCRIPTION

JOB TITLE:	**Civil Billing Clerk**
REPORTS TO:	**Group Senior Clerk - Civil**
LOCATION:	**Manchester base with some travel to other sites**

JOB SUMMARY:

To carry out the billing for work carried out by Chambers Civil barristers (including: paperwork, conferences and hearings) across all sites, using appropriate systems and fee structures and in accordance with the standards recorded in the Quality Procedures Manual (QPM).

To carry out general office administration and junior clerk support for the Civil Clerking Team as directed by the Senior Clerk.

1. **KEY RESPONSIBILITIES AND DUTIES**
1.1 **Billing**
   1. Billing of all paperwork, conferences and hearings for all sites using Meridian in accordance with the fixed fee; fixed recoverable costs and/or hourly rate fee structures and in accordance with the standards recorded in the Quality Procedures Manual.
   2. Producing and maintaining monthly Management Information (MI) lists for our insurer and other clients in Excel.
   3. CFA administration:
        a. Preparing CFAs at billing stage and sending to the instructing solicitor;
        b. Chasing signed CFAs and filing of the CFA upon receipt in line with Chambers CFA protocol;
   4. Understanding the use of the fixed fee regimes throughout the Civil Department;
   5. Ensuring the Civil Billing Room is kept in a clean and organised state;
   6. Liaising with staff in other Chambers' sites to ensure the above is carried out across the Civil group, via telephone, email and through regular site visits.

March 2019

1.2   General Support to the Civil Clerking Team

To carry out general office administration and junior clerk support for the Civil Clerking Team, including:

1. Searching for risk assessments when files come back from storage as requested by the Senior Clerk;
2. Providing Junior Clerk support on an ad hoc basis, where requested by the Senior Clerk and assist in covering holidays etc in the team.

1.3   General

1. To ensure the implementation of the equality and diversity policy.
2. To promote a culture of continuous improvement by personal example and quality of contribution.
3. To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties.
4. To comply with the principles of GDPR in line with Chambers' Information Management Policy and Data Protection Policy.

2.   Key Performance Indicators

- All billing carried out within the standards recorded in the QPM;
- Good flow of communication between the Billing Clerk, civil clerks in all sites and the Accounts team to ensure momentum is maintained in the billing process;
- Orderliness of Civil Billing Room;
- Good and up to date understanding of relevant fee structures (e.g. fixed fee regimes) and protocols (e.g. CFA administration process);
- All tasks carried out in a timely, accurate and professional way.

ST JOHNS BUILDINGS
BARRISTERS CHAMBERS

PERSON SPECIFICATION

Civil Billing Clerk

	Standard	Essential	Desirable
Qualifications, knowledge, experience	Educated to GCSE standard with 5 GCSEs at grade C or above (or equivalent) and maths GCSE (or equivalent) at B or above.	E	
	Experience of working in a barristers chambers		D
	Knowledge of Civil legal proceedings		D
	Knowledge of Meridian or similar diary management computer software		D
	Knowledge of fee regimes		D
	Experience with working with computers in a working environment	E	
	Experience of working with others to complete tasks in a working environment	E	
Skills & abilities	Good numeracy skills	E	
	Ability to use MS Excel to at least Beginner level (ability to set up and manipulate data in a spreadsheet, and execute basic formulae)	E	
	Good pro-active, communication skills and approachable style	E	
	Attention to detail	E	
	Team player – works well with others	E	
	Systematic, organized work style	E	
	Self-motivation	E	
	Willingness to learn and develop	E	
	Able to interpret instructions and follow procedures (e.g. CFA billing process)	E	
	Honesty and integrity	E	
	Ability to travel to other sites in Liverpool, Chester and Sheffield (e.g. by own car or public transport) on a regular basis	E	