

Job profile

Title	HR1108 - Revenue Controller
Department	Accounts
Reporting to	Revenue Supervisor
Working hours	9.30 am – 5.30 pm, Monday – Friday (flexibility will be required on occasion where the work necessitates)

The firm

Fladgate is a commercially astute law firm with a strong international focus, serving a wide range of corporate, institutional and private clients. We have a long heritage of delivering high-quality legal advice. We are one of the UK's top 100 law firms, with over 75 partners and a reputation for providing solutions that work.

We have a broad skills base that covers a wide spectrum of legal services arranged into three main offerings:

- Real estate – which includes planning, construction and property litigation teams.
- Corporate – which includes banking, commercial, sports, financial services, tax, private capital, funds, technology, intellectual property, employment and immigration teams.
- Dispute Resolution – which includes regulatory, governance and investigations, banking litigation, arbitration, contentious trust, family and matrimonial, civil fraud and asset protection teams.

We also operate a number of specialist cross-departmental teams that provide co-ordinated advice on a range of issues.

In addition to advising a substantial UK-based client base, the firm provides a proactive and efficient service for clients with international business through specialist groups which serve continental Europe, India, Israel, South Africa, the Middle East, Russia/CIS, US, Canada and the Asia Pacific region. Operating from London and comprising multilingual and multi-qualified lawyers, these groups facilitate cross-border activities for a diverse range of companies. The firm is a member of the International Lawyers Network, a worldwide non-exclusive association of high-quality full service law firms based in 67 countries.

For more information visit our website at www.fladgate.com

16 Great Queen Street



The accounts department

A fantastic opportunity to join our dynamic accounts department which currently comprises a team of 12 including the Head of finance, accounts manager, financial controller, five legal cashiers, a revenue supervisor, a senior revenue controller, a billing revenue controller and an assistant accountant.

As the accounts team grows, our aim is to recruit astute, motivated and enthusiastic individuals to represent the Fladgate brand. We offer exceptional training and career development and the opportunity to learn from some of the best in the business.

The role

As a revenue controller in the accounts department, your role is to be part of the team responsible for the accounts of the firm. You will ensure the minimum amount of working capital is “locked up” in WIP, unpaid bills and disbursements whilst minimising the firm’s exposure to bad or doubtful debts without compromising any relationships between partners/fee-earners and their clients.

Duties and responsibilities

As a revenue controller in the accounts department, your responsibilities will include but will not be limited to:

- working capital management both Work-in-Progress (fees and disbursements) and unpaid bills;
 - ensuring the firm’s internal policies are observed at all times;
 - taking responsibility for your own portfolio of Partners;
 - liaising with clients regarding outstanding WIP/invoices as required;
 - negotiating and monitoring payments by instalments;
 - maintaining up-to-date records of all contact with fee earners/clients regarding outstanding bills and WIP using the Aderant collections software;
 - meeting with fee earners on a regular basis and reviewing outstanding credit, ensuring WIP is billed as promptly as possible,
 - all outstanding bills are being chased and all queries/disputes are being dealt with as appropriate;
 - keeping all fee earners up to date with all dealings on their files/clients including incoming monies without delay;
 - ensure consistency of departmental service delivery to the firm assisting with the resolution of matter balances, SAR compliance and other issues as required;
 - reconciling accounts/matters and preparing statements of account as required;
 - reviewing client files to obtain the relevant information and passing to the debt fee earner to instigate legal proceedings;
 - investigating debt throughout the firm and chasing payment;
 - preparing and producing standard email chasers;
 - reporting on outstanding balances on request;
 - reviewing client lock up (exposure) and taking appropriate action with the client and client partner to ensure the firm’s exposure is reduced;
 - regularly reviewing WIP/cash report and checking with fee earners if client funds may
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- be utilised to settle invoices, or returned to clients when no longer required.
 - supporting the wider accounts team as necessary, especially at month end e.g. billing.
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Person specification

- Credible and proven track record of success within a revenue role, ideally within the legal sector or other professional services environment;
 - Credible and proven track record of establishing close working relationships with Partners in a partnership with a view to enabling maximising cash flow for the business.
 - Previous experience of CMS (Aderant Expert) would be advantageous, but is not essential;
 - A strong ability to build and maintain working relationships with key stakeholders;
 - Proactive and forward looking, demonstrates initiative and takes ownership of work;
 - Good planning and organisational skills, and able to manage multiple responsibilities and projects;
 - Strong communication skills, including the ability to present information effectively both orally and in writing. Able to present self with professionalism and polish, inspiring the confidence of clients and colleagues;
 - Excellent numerical and analytical skills;
 - Highly accurate and with a keen attention to detail in all areas of work;
 - Good time management skills, and a proven ability to multi-task;
 - Calm, confident and resilient;
 - A professional, willing and 'can do' attitude; and
 - Strong IT skills including Excel and Word.
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Equal opportunities

As a firm we are committed to the promotion of equal opportunities in all stages of the recruitment process. We are signatories to the Law Society Diversity and Inclusivity Charter and have been awarded the 'Gold standard'.

Benefits

We reward our staff for their continued commitment to the success of this firm with a comprehensive range of benefits such as: a generous holiday allowance of 26 days, new business bonus, fee earner bonus, life assurance, GIP, private medical, contributory pension, season ticket loan, GymFlex sports club loan, subsidised personal training sessions, childcare vouchers and staff introduction bonus.
