

Job profile

Title	HR1109 - Revenue Assistant
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 Assistant in the Finance department, your role is to provide assistance to the Revenue Controllers and the Billing team in support of the working capital function of the firm. You will be a key representative of the team, providing excellent service to the team and fee earners as well as and assisting others when required.

Duties and responsibilities

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

- Run credit checks for new and existing clients;
 - Assist the Revenue team in providing feedback to Partners for high risk clients;
 - Review and amend client exposure limits;
 - To assist the Revenue Supervisor with ongoing and upcoming projects
 - Processing partner and fee earner changes, ensuring all matters are assigned correctly;
 - Provide working capital and unpaid bills reports for the Revenue Team;
 - Review meeting notes from Revenue Controllers and notes in the Collections system;
 - Action write offs and transferring of WIP (Fees & Disbursements);
 - Monitor time recording of fee earners on a weekly basis;
 - Regularly review residual balances and the aged WIP and debt or departments;
 - Prepare statements of account for clients;
 - Produce working capital reports to review potential Client to Office transfers;
 - Filing of billing guides and copy invoices ensuring relevant approval has been given for auditing purposes;
 - General inbox queries;
 - Other ad-hoc duties
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Person specification

- A strong ability to build and maintain working relationships with key stakeholders;
 - Proactive and forward looking, demonstrates initiative and takes ownership of work;
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- 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;
 - 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.
