

## **JOB DESCRIPTION**

### **Title: Legal Aid Billing Co-Ordinator**

#### **A. Role:**

Assist with the smooth running of the firm's billing department by attending to the various costing procedures arising from the work of the firm and its internal operation.

#### **B. Duties and Responsibilities:(not an exhaustive list)**

- Drafting and processing Legal Aid bills – Claim1s, Claim2s and High Cost Case Plans.
- Experience in checking detailed 3 column and 6 column bills.
- Lodging bills at Court for assessment.
- Assisting with payment of invoices.
- Processing of bills post assessment and preparing Final Costs Certificate.
- General administration of documents – filing, scanning and archiving.
- Processing files for billing including sending files to external costs drafter where appropriate.
- Liaising with counsel and counsel's clerks, experts, and other suppliers in relation to their fees.
- Preparation of legal aid bills.
- Monitoring performance of costs drafters in relation to turnaround times and work produced.
- Maintaining up to date excel spreadsheet of billing information.
- Ensuring prompt payment of finalised bills where payment is due from opponent.
- Undertake other clerical and administrative duties in relation to costs as may reasonably be required from time to time.
- Liaising with other members of the finance team as appropriate.
- Helping fee earners with ad-hoc billing tasks as required
- Liaising with the LAA
- Assisting with the annual LAA audit
- Assisting with the archiving and closing of files.
- With the rest of the team help to develop internal billing systems and provide internal training when required.

#### **C. Standard of Performance:**

- you are expected to learn the firm's procedures and perform them competently and reliably
- you are expected to carry out your responsibilities to ensure that the firm runs smoothly and that a service of a high standard is provided to partners, staff, clients and all with whom the firm has contact

**General:**

- Maintaining a good knowledge of LAA procedures and Costs Assessment Guidance, CPR and legislation
- Compliance with the firm's equal opportunities policy
- to attend staff meetings
- to attend training as/when required
- to deal appropriately with the money of the firm, its clients and the Legal Aid Agency
- to comply with the policies set out in the Office Manual

**To whom responsible:**

You are responsible to the Managing Partner Polly Glynn, and act under the direction of all partners.