


SENIOR BILLING ANALYST

HAUSFELD
FOR THE CHALLENGE



If you would like to join an innovative team working on complex, international and high profile disputes whilst enjoying a close-knit, inclusive environment, a position at Hausfeld may be right for you. We are looking for someone to join us as a senior billing analyst.

About Hausfeld

Hausfeld is a global disputes-only law firm with offices across the US, UK and the EU. The firm is renowned for bringing a visionary approach to resolving disputes in competition, commercial, tech, environmental, consumer and human rights law. The firm is a pioneer in the field of private enforcement of competition actions in Europe often against large corporate defendants, banks and big tech and has been a key player shaping the legal landscape. The leading directories, Chambers and Legal 500, recognise our lawyers for their expertise in competition, commercial, banking, civil liberties, environmental and group litigation as well as international arbitration. Our competition, commercial and environmental disputes teams are all award-winning.

We represent businesses, public entities, institutional investors, shareholders, NGOs, class representatives and individuals - exclusively on the claimant side - including leading European and global brands in the automotive, retail and tech sector. We are at the forefront of collective redress and act for groups of businesses and consumers by bringing a growing number of collective claims in the UK as well as in Spain, Portugal and the Netherlands.

We can offer flexible fee and funding structures, allowing claimants to bring proceedings with reduced or no financial risk. We have strong relationships with leading litigation funders worldwide. Our commitment to access to justice means we also run an active pro-bono practice.

For more information, visit hausfeld.com.

Diversity

We are a gender diverse firm with over 45% female lawyers and 37% female partners and have an excellent track record of promoting women worldwide. This compares favourably to worldwide industry averages. In addition, 54% of the Global Management Group is made up of women, and the vast majority of our senior business professionals are women. The firm operates a distinct agile working policy which combines working from home with days in the office. Hausfeld is an Equal Opportunities Employer and committed to recruiting and retaining the best talent.

Role – Senior Billing Analyst

We are looking for a Senior Billing Analyst to coordinate the billing function in London, reporting to the Finance Director.

Applicants should have experience in how the billing function operates and a good working knowledge of the SRA Accounts Rules.

Applicants should be organised, pro-active and keen to participate in helping further develop the London Finance function.

Good communication and inter-personal skills are key to the role, with the candidate having the ability to build a good working rapport with partners, lawyers and PAs to provide effective and efficient billing, revenue support and reporting.

Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet business needs.

To provide an efficient and responsive billing/revenue service to the Firm, to be responsive to the changing needs and to provide ad hoc support to departmental colleagues as and when required. Key duties will include the following together with any additional responsibilities as requested by the Finance Director or firm management from time to time to meet business needs:

Billing –

- Proactively monitor unbilled WIP of each assigned billing partner to identify opportunities to issue invoices.
- Prepare draft billing narratives on monthly billing to Partners/Fee Earners for review
- Review and analyse time entries to enable drafting of legal invoices as necessary
- Liaison between partners, clients and PAs to finalise, render and submit invoices to clients; attend meetings to discuss as required
- Perform write offs, rate changes and credit notes
- Ensure and advise invoices are submitted in the appropriate currency
- Serve as the billing contact for internal customers and external auditors
- Document billing internal controls and procedures
- Ensure that invoices comply with agreed client fee arrangements
- To submit WIP reports via excel to the Partners/Fee Earners as required
- Provide assistance as necessary to the Conflicts and AML Coordinator on opening/closing matter ledgers,
- Ensure correct charge out rates applied, and Practice Group category and Fee Arrangement are correct on all new matters.
- Liaison with Partners/ Fee Earners/PAs for prompt closing of matter ledgers upon completion
- Working with Partners/Fee Earners to understand the case funding and fee structures, as necessary

Client Accounting –

- Ensure compliance to regulatory legislation including VAT, Solicitors Accounts Rules and Money Laundering requirements
- Daily allocation of monies received against invoices, notifying Partners/Fee Earners and recording to the appropriate client matter ledgers
- Reconciliation of the client bank accounts, transfer monies between the client and office ledger as appropriate

Debtors –

- Generate billing, debtors, WIP and cash collections reports as necessary from ELITE
- Liaison with matter Partner in charge on the progress of cash collections; produce monthly reports Aged Debtor reports with commentary on status

Qualification and Essential attributes:

- 4+ years of law firm billing experience
- Experience working with Elite Enterprise (essential) and Aderant Expert (desirable)
- Good knowledge of Excel and working knowledge of other MS packages
- Good understanding of foreign currency issues
- Strong communication skills with the ability to deal with Partners/Fee Earners and all levels of staff

TO APPLY, please send a your CV to recruitment-london@hausfeld.com.