

NATIONAL LEGAL SERVICE

SOLICITORS

ABOUT THE ROLE

Due to the continuing expansion of National Legal Service, we are now recruiting for Legal Aid Billing Coordinators to join our Billing team in St Pauls, London.

This is a rewarding opportunity with a growing firm who will support your career development. As an innovative firm, we work in a paperless environment utilising our customised case management system.

Under the supervision of the Billing Manager, you will prepare claims for legal aid cases and resolve queries that may arise with client's Legal Aid Certificates.

In addition, you will process bills payable by third parties, claim Court fees, Counsel fees and disbursements.

You will respond promptly to document requests and notifications from the Legal Aid Agency.

DOES THIS SOUND LIKE YOU?

You will have previous billing experience within a law firm and knowledge of CCMS would be an advantage.

Commercially aware, you strive to achieve department targets.

You can work comfortably in a very fast paced environment.

Excellent numerical and IT skills with the ability to process information accurately using the relevant packages including MS Excel and case management software.

You are looking to establish yourself within a firm who will support your long-term career development

You will have excellent communication skills, both written and verbal and be confident liaising with clients, senior managers and fee earners.

WHAT WE OFFER

- Competitive salary
- 22 days annual leave (increasing with length of service) plus bank holidays
- Health & Wellbeing Assistance
- Contributory Pension Scheme
- Recruitment Recommendation Rewards
- Eye Care eVouchers

HAVE A QUESTION?

Please write to us on HR@nationallegalservice.co.uk or call 0203 653 1841