

## **Fees Clerk Job Description**

**September 2024**

### **Overview**

187 is a leading Barristers Chambers with over 50 years' experience specialising in Crime, Financial Crime, Regulatory & Public Law. The Fees Manager position, to be filled, sits alongside another fees clerk, who predominantly deals with prosecution fees.

This role takes responsibility for a wide range of billing activity as well as other administrative fees tasks, as directed by the Senior Clerk and other senior colleagues. The position will report directly to the Senior Clerk, in the first instance. The role-holder must be able to demonstrate a high level of competency in billing, and become an integral part of the fees team – whose responsibilities are broadly divided between billing Members' work, and chasing fees and unpaid invoices.

### **Core Responsibilities**

- Billing all criminal cases and chasing up both the Crown Prosecution Service for purchase orders and the LAA for payments.
- Having strong working knowledge of criminal billing, including CPS Graduated/VHCC fees, Defence Graduated fees and private billing - in order to provide assistance where required.
- Answering any queries from solicitors, CPS, LAA and members.
- Chasing members for billing details, including attendance notes and marking off payments.
- Clearing the fees@ inbox on a systematic basis to ensure all emails have been dealt with. This covers a wide spectrum of activities ranging from sending fee notes out to setting up members as suppliers.
- Providing members / accountants with reports for tax purposes.
- Familiarity with, and therefore an ability to, deal with Chambers' database – LEX
- Setting new members up on Chambers' systems and with suppliers, as well as amending bank details.

### **Person Specification**

- Demonstrable experience and understanding of how billing works on criminal matters. This will likely come from a minimum of two years prior experience to undertaking a Fees-related role in another set of Barristers' Chambers.
- Highly attuned communication skills which can be deployed both internally as well as externally with third party funders - ranging from the Crown

Prosecution Service, through to the Legal Aid Agency and instructing solicitors.

- Demonstrable capacity to work effectively within a pressured environment.
- Demonstrable excellence in attention to detail.
- The ability to demonstrate a capacity to articulate information concisely.
- Motivated, proactive, and eager to learn.
- Experience of, or familiarity with, LEX database and Excel would be an advantage.
- A team player, with the ability to deal with complicated transactions and a strong willingness to succeed.

### **Terms of Employment**

- Competitive salary depending on experience
- 25 days annual leave
- The post-holder will automatically be enrolled into a workplace pension with contribution matched (capped).
- Private health care
- Option to work from home after probation