



**Fees/Billing Clerk Vacancy**

**Salary: Subject to experience**

**Closing Date: 5pm Friday 1<sup>st</sup> November 2024**

Chambers is seeking to recruit a highly motivated and hardworking clerk with good knowledge of criminal fees, billing and debt management to join our tight knit administration team.

Applications are encouraged from individuals with 3+ years' experience. Ideally the candidate will have previous experience within a barristers' chambers although training can be given.

The successful applicant will report directly to our Accounts Manager and Senior Criminal Clerk. After a settling in period, chambers staff benefit from a hybrid/remote working environment and further details are available on request.

**Responsibilities & requirements include:**

- Criminal CPS, legal aid billing and fee collection
- Family legal aid billing and fee collection, preferred but not essential
- Experience in fee chasing and debt collection
- Managing aged debt collection, including creating aged debt reports.
- Proficient in LEX case management system and LAA billing portal.
- Strong IT and numeracy skills.
- Clear and professional interpersonal communication skills.
- Ability to multitask, prioritise efficiently and work under pressure.
- Experience of general administrative work and the ability to manage your own workload.

Hours are 9am-5:30pm. The remuneration package is negotiable dependant on your experience and abilities.

Cobden House Chambers is committed to equality, diversity and social mobility and is a friendly and stimulating environment in which to work.

Applications in writing with covering letter and CV should be sent to:

**Martin Leech  
Cobden House Chambers  
19 Quay Street  
Manchester  
M3 3HN**

or by e-mail to [martin.leech@cobden.co.uk](mailto:martin.leech@cobden.co.uk)

Applications will be dealt with in the strictest of confidence