



Forward thinking
Straight talking

Billing Assistant

JOB SPECIFICATION

Gateley /

POSITION:	Billing Assistant
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The *role*

Our dynamic and highly skilled finance team is looking for a Billing Assistant to join the team to be based in Birmingham. As a Billing Assistant you will be responsible for processing the firm's bills and dealing with any billing queries. Ensuring all bills are processed accurately and in a timely and efficient manner.

Key Skills & Experience

- Checking and preparing all plots bills on a daily basis ensuring that all information provided is checked and correct before preparing the bill.
- Checking and processing any write off requests ensuring that the correct authorisations have been obtained before actioning. Assisting with the processing of firms main bills with supervision.
- Actioning any file closure requests ensuring that the ledgers have been checked for any residual balances.
- Assisting with billing queries of a junior level.
- Assisting with lower-level service desk requests

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to carry out other ad hoc tasks as requested.

The *team*

Our highly skilled and diverse finance team is dedicated to delivering exceptional accounting services to our exciting and dynamic Professional Services Group. We offer a comprehensive range of services that cater to both legal and non-legal businesses within the Group. Our finance team is meticulously organised into several specialised functions, including Group Accounting, Legal Cashiering, Billing, Credit Management, and Purchasing.

We pride ourselves on servicing our internal clients to the highest standards, consistently adding value by going above and beyond in our efforts. Our commitment to excellence and proactive approach ensures that we not only meet but exceed the expectations of our stakeholders, contributing to the overall success and growth of the Group.

The *person*

Candidates will be able to demonstrate the following attributes:

- Knowledge of using legal accounting software (preferable)
- IT literate Strong communication skills and confident telephone manner
- Previous experience working in an office and or a finance environment (desirable)
- Experience of billing/e-billing (desirable)
- Working knowledge of VAT Regulations (desirable)
- Experience dealing with volume and working to deadlines
- Works well as part of a team Attention to detail and accuracy

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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