Kenworthy's Chambers

FEES CLERK

Kenworthy's Chambers is seeking a Fees Clerk to deal with all aspects of fee collections and aged debt. The successful candidate will be the main point of contact for all fee and aged debt collection and will have primary responsibilities to facilitate the smooth collection of fees for all Barrister Members.

Salary commensurate on experience, full and part time applications will be considered.

Key Responsibilities:

- Managing a systematic approach to the collection of fees; ensuring all fees are paid efficiently and anomalies handled effectively
- Creating aged debt reports
- Meeting income targets
- Producing reports for Management Committee
    - Working to ensure the timely collection of outstanding fees on behalf of members of chambers, in conjunction with the Practice Manager and or Senior Clerking team. To include, but not limited to:

    - Routine checking and despatching of fee notes and letters to solicitors and other clients with a view to the efficient billing and recovery of outstanding fees.
    - Providing weekly and/or monthly billing updates to Clients when required
    - Always maintaining established fee collection protocol.
    - Setting delivery of outstanding debt targets to Practice Manager
    - Discussing fee collection matters with clients as necessary, by telephone, email and letter (as appropriate).
    - Dealing with or referring to the appropriate person (Senior Clerk or Practice Manager) any fee disputes or problem issues as may arise from time to time; those that may impact on Client relationships
    - Discussing various forms of contractual terms with Clerks and processing documentation with Solicitors. Ensure terms are in place.
    - Managing and maintaining Legal Aid and CFA payment recovery systems.
    - Providing Aged Debt updates to the Barristers and Management

Other/general responsibilities

IRM Classification – General/Public

- Marketing

Chambers seeks to promote itself actively with client and potential clients. These activities may take place outside of normal office hours. The post-holder may therefore be expected to provide support (e.g. greeting guests etc) on a small number of occasions during the year.

- Cover for other duties

Recognising that this is a small team the post holder may be asked to cover for clerks in the event of holidays, sickness absence or pressure of work; the priorities to be agreed with the Practice Manager

Any other tasks as reasonably required by the Practice Manager

Person Specification:

- Experience of fee chasing and debt collection
- Keen eye for attention to detail and strong numeracy skills
- Confident and polite communication style
- Strong IT skills
- Ability to work under pressure
- Experience of general administrative work and the ability to manage your own workload
- Experience of working in a Barristers Chambers or legal environment
- Knowledge of legal aid billing
- LEX case management system experience or similar professional software

Benefits:

- Pension Scheme
- Simply health Membership
- Train Season Ticket scheme

Hours of work are 7.5 hours per day between 8.30am and 6pm (shift patterns can be discussed).

Applications should include CV and covering letter.

Maria Rushworth
Practice Manager
Kenworthy's Chambers
Arlington House, Bloom Street
Salford. M3 6AJ
maria@kenworthys.co.uk

Deadline for applications is the 19th July 2024

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