

Job Description

Title:	Revenue Controller
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Revenue Control Supervisor
Department:	Finance
Purpose of job:	<p>The Revenue Controller will work within a team of six and will be responsible for responsible for all areas of WIP management, billing and credit control. The team works to ensure the firm achieves and maintains healthy levels of WIP and debt, ensuring monthly billing and collection targets are hit and that all queries and concerns are dealt with quickly and efficiently.</p> <p>The Revenue Controller will work closely with their designated departments, meeting all partners and fee earners on a monthly basis. They will have various forms of contact with both corporate and private individuals so will be required to communicate effectively and in a professional manner.</p> <p>The successful candidate will ensure all billing and credit control responsibilities are completed to a high standard, adhering to internal service level agreements and SRA and HMRC compliance requirements.</p>

Specific duties:

- Organising and attending monthly meetings with all partners and fee earners within the designated teams, reviewing and agreeing actions for WIP balances and unpaid invoices
- Ensure precise records are posted to the credit control system and the diary function is fully utilised
- Responsible for reducing and maintaining unpaid debt levels by promptly following up on outstanding invoices, in line with the firm's collections policy
- Prompt and accurate posting of invoices, ensuring full compliance with all relevant VAT and Solicitor Account Rules
- Identifying and escalating potential debt issues to the Revenue Control Supervisor
- General matter maintenance including WIP transfers, write offs and amendments to client/matter details
- Preparation of statements and reconciliations for client matters
- Processing credit card payments
- Dealing with all billing, VAT and debt queries from internal and external clients.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

Kingsley Napley is committed to creating a diverse environment and is proud to be an equal opportunity

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employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: Revenue Controller

	<u>Essential</u>
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Experience working as a Revenue Control, Billing or Credit Control function within professional services but ideally a law firm environment• Expert knowledge working with Aderant accounting system (or similar)• Strong knowledge of VAT and SRA Accounts rules• Demonstrates a strong commercial understanding
Client Care:	<ul style="list-style-type: none">• Ability to manage relationships with internal and external clients• Ability to present complex information in a clear, logical and structured manner• Excellent attention to detail• Excellent prioritisation and organisational skills with the ability to monitor and organise their own workload• Reliable with excellent timekeeping• Ability to remain calm under pressure and in demanding situations• Delivers tasks in a professional and organised way with limited supervision• Active team member who supports and engages with others and works effectively in a team, whilst also being able to work autonomously• Ability to cope with conflicting demands and meet deadlines
Firm Wide Skills:	<ul style="list-style-type: none">• IT proficiency including good knowledge of Outlook, Word and Excel and ability to learn any other core systems implemented by the Firm• Has an awareness of the importance of client confidentiality, information security and data protection• Promotes the sharing of best practice and knowledge across the firm
Attributes	<ul style="list-style-type: none">• Ability to demonstrate behavior in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment• Takes a cooperative approach within a team and is willing to help others and promote positive team relations• Confident, proactive and flexible approach.• Positive attitude to innovation and change• Self-motivated• Listens and understands issues from all perspectives and values other opinions

All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.