

# KINGSLEY NAPLEY

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## Job Description

<b>Title:</b>	Revenue Control Assistant
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications considered
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Revenue Supervisor
<b>Department:</b>	Finance
<b>Purpose of job:</b>	<p>The Revenue Control Assistant will work within a team of six and will be responsible for assisting with the day to day duties of the Revenue Control function.</p> <p>The successful candidate will work closely with all team members to provide billing and credit control support as required, adhering to internal service level agreements and SRA and HMRC compliance requirements.</p>
<b>Specific duties:</b>	<ul style="list-style-type: none"><li>• Prepare and send the 14-day first email reminder chasers to clients, as directed by the team's Revenue Controllers.</li><li>• Standard day-to-day billing (primary team member responsibility) and month end billing (shared with other team members)</li><li>• Revenue Control inbox management – dealing with queries on everything from rates, bill formats, credit notes, transfers and third-party payers</li><li>• Being the main point of contact for credit and debit card payments made over the phone, ensuring strict compliance with internal processes</li><li>• Assist with housekeeping tasks such as looking into disbursement refunds, client account residual balances, transfer files following a departure and actioning tasks from the team's WIP and debt meetings</li><li>• Assist the team with preparing and sending the monthly meeting reports and inputting WIP and debt notes</li><li>• Assist with absence cover, including covering WIP and debt meetings when required</li><li>• Assist cashier team with allocation and posting of receipts</li></ul>

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 are committed to creating a diverse environment and is proud to be an equal opportunity 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 Control Assistant

	<b><u>Essential</u></b>
<b>Education/ Qualification:</b>	<ul style="list-style-type: none"><li>• Educated to GCSE standard or equivalent, including English and Maths grades A-C (or equivalent)</li></ul>
<b>Knowledge and Technical Ability</b>	<ul style="list-style-type: none"><li>• Excellent attention to detail</li><li>• Excellent administration and organisational skills</li><li>• Ability to prioritise work in a fast-paced environment</li><li>• Strong team-based skills and willingness to work for the common goals of the department</li><li>• Ability to remain calm under pressure and in demanding situations</li><li>• Takes a cooperative and enthusiastic approach within a team and is willing to help others and promote positive team relations</li><li>• Has a positive, conscientious and pro-active approach</li><li>• Reliable with excellent time-keeping</li><li>• Ability to demonstrate behavior in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment</li></ul>
<b>Client Care</b>	<ul style="list-style-type: none"><li>• Can effectively convey information to internal clients, adapting communication style appropriately to ensure clarity and understanding</li><li>• Has a high standard of work and able to complete work within agreed timescales</li><li>• Ability to establish and maintain effective working relationships within the department and firm overall</li></ul>
<b>Firm wide Skills</b>	<ul style="list-style-type: none"><li>• Basic/Intermediate knowledge of Outlook, Word and Excel</li><li>• Has an awareness of the importance of client confidentiality, information security and data protection</li></ul>

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.