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## **Fees Clerk Job Description**

**January 2025**

### ***Overview***

7BR is a leading multi-disciplinary set of Barristers Chambers whose fees are principally derived from a mix of Civil practice work (including employment), Criminal work (including Financial Crime), and Family work.

The Fees Clerk position to be filled sits alongside three other Fees Clerks and two dedicated Revenue Controllers. This role takes responsibility for a wide range of billing activity as well as other administrative Fees tasks, as directed by the Chief Executive and other senior colleagues. The position will report directly to the Chief Executive, in the first instance.

The role-holder must be able to demonstrate a high level of competency in billing, and will be an integral part of the team – whose responsibilities are broadly divided between billing Members' work, and chasing fees and unpaid invoices.

### ***Responsibilities***

- Billing criminal cases and chasing up the Crown Prosecution Service for purchase orders.
- Billing civil cases and answering queries from solicitors and members.
- Develop a strong working knowledge of Family billing in order to provide assistance where required.
- Chasing members for billing details and marking off payments.
- Clearing the fees@ inbox on a systematic basis to ensure all emails have been dealt with. This covers a wide spectrum of activities ranging from sending fee notes out, setting up members as suppliers, and assisting cost negotiations.
- Providing members / accountants with reports for tax purposes.
- Familiarity with, and therefore in ability to, deal with Chamber's database – LEX.
- Setting new members up on Chambers' systems and with suppliers, as well as amending bank details.

**Person Specification**

- Demonstrable experience and understanding of how billing works across at least one of the three main practice areas – namely, Civil, Criminal or Family – with a preference for direct experience of Criminal billing. This will likely come from a minimum of two years prior experience to undertaking a Fees-related role in another set of Barristers’ Chambers.
- Highly attuned communication skills which can be deployed both internally as well as externally with third party funders – ranging from the Crown Prosecution Service, through to the Legal Aid Agency, Costs Draftsmen, and instructing solicitors.
- Demonstrable capacity to work effectively within a pressured environment.
- Demonstrable excellence in attention to detail.
- The ability to demonstrate a capacity to articulate information concisely.
- Motivated, proactive, and eager to learn.
- Experience of, or familiarity with, LEX database and Excel would be an advantage.
- A team player, with the ability to deal with complicated transactions and a strong willingness to succeed.

**Terms of Employment**

- Competitive salary
- 22 days annual leave
- Flexible working on successful completion of probation
- Private health care programme
- Death in service insurance
- Rail season ticket loan facility
- Automatic enrolment into a workplace pension with matched contribution.

*7BR observes and upholds an Equality and Diversity Policy which can be viewed [here](#) and is also pleased to make reasonable adjustments throughout the recruitment process for any disabled candidates, if so required.*

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