

Job Description – Fees Manager

Job Title:	Fees Manager
Department:	Fees and Finance
Location:	35 Bedford Row, London, WC1R 4JH
Hours of Work:	40 hours (Monday to Friday)
Contract:	Permanent Full Time
Salary:	£50,000.00
Annual Leave:	25 days (plus 8 public/bank holidays)
Other Benefits:	There is a voluntary contributory workplace pension scheme An interest free travel loan is available after six months' service Six months' probationary period
Reporting to:	Finance Manager
Direct Reports:	Three Fee Assistants

Positive Action Statement

Drystone Chambers strives to be an equal opportunities employer and is committed to diversity amongst its staff and members. We therefore encourage and welcome applications from women, Black, Asian and minority ethnic individuals, neurodiverse and disabled people and those who are LGBT+, as well as candidates from other groups which are underrepresented in the legal sector. We will make reasonable adjustments to enable disabled or neurodiverse candidates (including where a mental health issue is classified as a disability) to demonstrate their suitability for the position.

About Drystone Chambers

Drystone Chambers is a leading set of barristers specialising in all areas of criminal, regulatory and disciplinary law and is ranked in Legal 500 and Chambers & Partners. Chambers is based in the Holborn area of London and its members practice in the criminal courts throughout the country.

The Role

This is a Fees Manager role with significant responsibility. The successful candidate will have considerable experience billing criminal graduated fees and a comprehensive knowledge of the criminal courts system and LAA billing procedures. Experience of local authority billing is preferred, although training can be provided.

Organisational and time management skills are essential, as well as an ability to cope well under pressure and to work efficiently and productively both independently and as part of a team. The appointed person will be highly numerate and have excellent attention to detail and the ability to work at pace.

The Fees Manager will work closely with the rest of the Fees and Finance team, as well as other staff teams, members of chambers, clients and other stakeholders.

All new hires are subject to a probationary period of six months.

The Application Process

Please send a CV (no more than two pages) and Application Cover Form to Russell Burton-Lawrence russell.burton-lawrence@drystone.com

PERSON SPECIFICATION

See the grid below for a list of competencies against which applications will be scored. When writing your Covering Form, you may wish to address any of these listed requirements not already demonstrated by your CV.

PERSON SPECIFICATION		
	Experience/Skill	Essential/Desirable
1	Experience using the Crown Court Digital Case System	Desirable
2	Previous experience working as a Criminal Fees Clerk in barristers' chambers or similar role within the legal industry	Essential
3	Thorough knowledge using LEX/MLC or other legal industry CRM/software to bill 'criminal graduated fees'	Essential
4	Ability to problem solve	Essential
5	Excellent written and verbal communication skills with the ability to tailor responses to the correct level	Essential
6	Highly numerate with excellent attention to detail	Essential
7	Ability to work quickly and accurately	Essential
8	Ability to deal with confidential information in a discreet and professional manner	Essential
9	Experience of providing high levels of customer service to internal and external clients	Essential
10	Ability to effectively manage a complex and busy workload and meet deadlines under pressure	Essential

JOB DESCRIPTION

Key Responsibilities

- Timely creation and submission of invoices and purchase orders for all areas of Chambers' work
- Billing crown court defence and CPS graduated fees
- Preparation and conduct of fee appeals
- Preparation of fee reports as required
- Oversight of credit control
- Active aged debt management
- Oversight/management of Local Authority billing
- Immediate line management and support of Fees Clerks
- Assisting the Finance Manager as required
- Maintaining clear and regular communication with the Finance Manager
- Ensuring fees related data is accurately input and maintained
- Building effective working relationships with barristers, staff and clients

Continuing development

- All new hires are required to complete an online GDPR training course during their first week of employment
- The post-holder will be appraised on a regular basis and specific training and development opportunities will be agreed

Drystone Chambers is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of sex, gender identity, race, nationality or ethnicity, disability, sexual orientation, religion or belief, age or any other factor irrelevant to a person's work. Assessment for recruitment and career progression purposes is based entirely on the individual's ability and suitability for the work. We are committed to providing staff of all ages and backgrounds with opportunities to maximise their skills and achieve their potential.