

# FORSTERS

## Forsters job description

Forsters is a London-based law firm which delivers exceptional legal results to its clients who are principally from the real estate and private wealth sectors. Whatever our client's objectives, we take a collaborative approach to find solutions tailored to the client's specific needs. We believe our engaged and friendly manner, combined with the delivery of concise, clear and commercially led advice helps to build long lasting relationships with our clients.

Forsters has 70 partners and over 500 members of staff.

For more information on Forsters, please visit our website at [www.forsters.co.uk](http://www.forsters.co.uk)

### Key information

<b>Job title:</b>	Revenue Assistant
<b>Reports to:</b>	Revenue Control Manager
<b>Department:</b>	Finance
<b>Job summary:</b>	Responsible for providing Revenue support to the Corporate practice group and supporting the Revenue Controller

### Main duties and responsibilities

- Carry out day to day processing of WIP, including: -
  - File (time and disbursements) write offs and transfers
  - Assistance in ad hoc queries with respect to the financial aspects of the files
  - File closure and archiving
  - Assisting fee-earners with timesheet management including chasing outstanding timesheets
  - Issue and collect various administrative reports to assist the above
- Assist the billing team in reviewing and entering billing guides, invoices and credit notes received from fee earners and secretaries for compliance with the firm's policies and HMRC/SRA rules
- Assist in e-billing submissions for several clients
- Assisting the Revenue Controller with Credit Control and WIP management duties and meetings
- Assist with various credit control operations including central invoice distribution process
- Ensure new user are set up correctly on system and liaise with IT team for any discrepancies
- Provide cover for other members of the team as and when required

- Any other duties defined by management from time to time

**Key requirements**

- A minimum of 5 GCSEs: to include Maths
- Experience with Microsoft Word and Excel
- 1-2 years' relevant experience is preferred

**Personal attributes**

- Ability to work both as part of a team and unsupervised to meet the varied needs of the department
- Excellent attention to detail
- Excellent verbal and written communication and interpersonal skills
- Ability to work under pressure and flexibly when required
- Ability to pick up new systems and procedures quickly
- Organised manner with ability to prioritise workload
- Motivated and pro-active with a 'can-do' approach
- Understanding of privacy and confidentiality