

Job Description

Job title:	Legal Billing Administrator
Location:	Hybrid. Main Office - Royal Courts of Justice, Strand, London; plus option to work some days from home.
Reports to:	Finance Director
Hours:	Up to full time 35 hours per week, Monday to Friday 9am-5pm (with 1 hour for lunch). We will consider part time.
Salary:	£32,000 per annum (full time)
Contract:	Fixed Term May to 30 September 2025
Leave:	Pro rata based on 30 days per annum plus bank holidays
Pension:	5% employer contribution

About RCJ Advice

RCJ Advice - Citizens Advice & Law Centre is a unique, independent charity, based originally out of the Royal Courts of Justice in central London, providing a number of local and national services.

Initially set up to help people with a court case at the Royal Courts of Justice who couldn't afford legal advice, we have expanded to provide advice and support services to people both locally and across England and Wales.

In addition to legal advice, we recognise the need to provide wider advice and support services for people before, during and after the legal process.

Purpose of the Role

Legal Aid is a lifeline to many people who need legal advice but can't afford a lawyer. This vital role will support our Legal Aid Billing Clerk & Paralegal with the administration of our Legal Aid Contracts in Housing Law, Family Law, and our Housing Loss Prevention Advice Service (HLPAS), with a focus on billing and reporting to the Legal Aid Agency (LAA).

The role entails preparing and managing legal aid billing for controlled work (such as HLPAS) and licenced work (such as Legal Representation) and seeing the billing process through from start to finish.

Key Responsibilities - General

- Working closely with the Legal Aid Billing Clerk & Paralegal to take on all relevant duties and responsibilities
- Reviewing case files for billing to be sent to costs lawyers (licensed work) or internal billing (controlled work)
- Updating online database (Advice Pro) where necessary/applicable
- Ensuring disbursements for cases have been paid and recorded on case management system.
- Liaising with counsel/chambers about their fees/fee notes and also providing billing updates where necessary/applicable
- Ensuring disbursements invoices and/or counsel fees notes have been provided and included in the file for billing

Key Responsibilities – Licensed Work

- Preparing letters of instruction for licensed work for the costs lawyers.
- Liaising with our costs lawyers on the preparation of Legal Aid Bills and internally with the solicitors as required. Recognising and raising any issues or special considerations with the solicitors and/or our costs lawyers such as legal aid funding applications and appeals, disbursements, court orders, (included but not limited) where necessary/applicable
- Reviewing bills prepared by our costs lawyers. Addressing any amendments needed and queries with our costs lawyers
- Managing the upload of billing on Client and Cost Management System (CCMS) and all related information requests and queries. Related requests from the Legal Aid Agency may include providing attendances notes, preparation notes, correspondence and evidence of Counsel's work
- Reviewing assessed bills
- Preparing legal aid appeal bills or request for reviews where required

Key Responsibilities – Controlled Work

- Reviewing the relevant documentation for HLPAS Duty Scheme from our housing solicitors and our agents at various law centres
- Liaising with the solicitors and our agents about their HLPAS Duty Scheme cases for the purpose of billing
- Completing the HLPAS In Court Claim Form each month for the billing of the HLPAS In Court Duty Scheme cases
- Preparing case summaries for legal help cases (escape fees) for submission to the LAA.
- Preparing schedule of documents for disclosure files, where needed
- Ensuring the legal help form has been completed and evidence of means and running record of costs has been included

- Completing EC-1 claim form
- Ensuring necessary evidence of work is included, where applicable.
- Reviewing assessed bills
- Preparing appeal bills where required

General Administration of the Service

- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Maintain a high professional standard.
- Contribute to the delivery of our mission and champion our core values.

This list of responsibilities is neither exclusive nor exhaustive as the post holder may be required to undertake other duties and responsibilities commensurate with the nature of this role.

Person Specification

- Experience of a working or volunteering in a role which provides a service to people
- Experience of preparing and processing legal aid billing
- Experience of using CCMS on the LAA Online Portal
- Experience of working with online databases or equivalent.
- Ability to follow and comply with set procedures and systems
- Ordered approach to managing own workload, and ability to plan and prioritise activities efficiently
- Good oral and written communication skills
- Good IT skills including Microsoft products.
- Attention to detail and strong numerical skills
- Flexible approach and willingness to work as part of a team
- Commitment to implementing Equal Opportunities and an understanding of what this means for people providing a service to the public.

Working Hours

The post-holder will work Monday to Friday 9am to 5pm with an unpaid 1 hour lunch break. We will consider applications for part time (minimum 3 days). The location of the role is within our offices at the Royal Courts of Justice on the Strand in London, however there is an opportunity to work from home for some days (if full time, ideally in the office 3 days per week).