

### **Billing Clerk Urgently Required!**

A Criminal Defence, Fraud and VHCC practice based in Halifax requires a full or part time billing clerk to join our busy team and to assist in billing all CDS, LF1s and contracted cases. The duties of the role will include preparing and checking bills, inputting bills onto the accounts system and reconciling balances on accounts. Immediate start preferred. Candidates must possess relevant experience within a criminal defence law firm. Private Billing experience, up to date knowledge of Legal Aid changes and LSC requirements are mandatory. In addition, the successful candidate must be motivated and proactive with the following skills:

- Good numerical and accounting background, preferably within the legal billings sector on private and publicly funded cases. Knowledge of contract billing will be an added advantage but is not mandatory.
- Advanced knowledge and usage of spreadsheets (Excel / Lotus)
- Reconciliation experience, and
- The ability to work as part of a team

Competitive salary based on experience.

Please apply with a cover letter, your CV and salary expectation as well as availability to:

The Practice Manager  
Rahman Ravelli Solicitors  
Halifax HX1 5SP  
10 Pellon Lane  
[remi.stumpenhusen@rahmanravelli.co.uk](mailto:remi.stumpenhusen@rahmanravelli.co.uk)