

## **JOB DESCRIPTION**

### **Fees Clerk**

This document provides a description of the roles and responsibilities of the Fees Clerk at 18 St John Street Chambers.

The Fees Clerk:

- Works as a member of the Administration Team and in close liaison with the Clerks.
- Works alongside other Fees Clerks and reports to the Chambers Manager in all matters

The position is reviewed by the Chambers Management Committee.

The role is divided into the following areas of responsibility and activity,

#### **1. PURPOSE OF THE JOB**

1.1. Working alongside the other Fees Clerks;

1.1.1 Ensure the prompt billing and collection of fees by direct contact with clients.

1.1.2 Process incoming payments/remittance statements for all members of Chambers.

1.1.3 Assist in the prompt collection of outstanding fees.

1.1.4 Highlight and discuss with the B&P/PI, Criminal and Family Clerks and members of Chambers any dispute, irregularity or miscalculation in respect of payments received or case/individual work item balances.

1.1.5 Produce and store acknowledgements/receipts for payments received in accordance with current accounting requirements and individual barristers personal accounting requirements.

### **2. ACTIVITIES INVOLVED**

- 2.1 Where applicable responsibility for collating all information to be able to process billing on the system for submission for payment
- 2.2 Ensure that all incoming payments are entered onto the respective computer case record.
- 2.3 Make sure acknowledgements/receipts are returned to the client and/or copies produced for storage.
- 2.4 Ensure cheques and remittance advices are forwarded to the respective barristers or made available for collection as required.
- 2.5 Clients who call disputing or questioning a fee are referred to the individual responsible for setting/negotiating the amount in question.
- 2.6 Chasing clients for outstanding fees in accordance with chambers fee collection policy.
- 2.7 Maintain the daily fee chasing 'to-do lists' on the computerised system.
- 2.8 Ensure that all contact with clients is recorded on the movements screen for the case.
- 2.9 Liaise with the other Fees Clerks and individual barristers where necessary on fees which are proving problematic.
- 2.10 Relay all complaints to the Chambers Manager immediately in accordance with the Chambers Complaints Procedure.
- 2.11 The Chambers Manager must be kept up to date with work in progress and you must inform her of any difficulties with your workload.

In addition to the duties outlined above, there will inevitably be other tasks which occasionally arise out of the operation of a busy Chambers, where teamwork and co-operation are required. Again, any concerns in this area can be referred to the Chambers Manager.