

Revenue Controller (International), London

Job Description



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

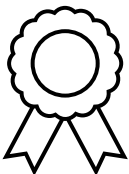
We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Revenue Controller (International)

Roles and Responsibilities

Based in our London office, this role will sit in the Revenue and Pricing team. There are c.67 employees in the Finance team based across London, Cheltenham, and Hong Kong, and it is divided into four key areas:

- Reporting and Analysis (including Management Accounts, Business Intelligence, Financial Control and Business Partnering teams)
- Financial Systems
- Cash Operations; and
- Revenue, Pricing (and Credit Control)

Revenue Control:

- Regular review of aged work in progress and meeting with designated partners to ensure this is effectively managed and department budgets are met
- Working with department heads to gather accurate monthly billing forecasts
- Being first point of contact for one of the firm's four business divisions
- Producing reports and analysis of billable time as/when required to respond to requests from clients for additional information
- Reviewing and updating WIP provision on a monthly basis
- Assisting with the preparation of spreadsheets for the valuation of work in progress in accordance with FRS5
- Ensuring that missing timesheets are promptly identified and chased
- Ensuring that temporary time entries are promptly resolved and charged to the appropriate file
- Ensuring edits and time transfers are properly authorised and accurately processed

Billing Process:

- Prompt and accurate production of all bills submitted for processing
- Ensuring the accurate processing of all write offs of unbillable time and disbursements and that all such requests are properly authorised in accordance with the firm's authorisation limits as they might apply from time to time
- Ensuring that all bills submitted for processing comply with all relevant VAT and Solicitor Account Rule
- Ensuring that all bills are sent out as soon as possible after they have been processed
- Preparing full and partial credit notes

Credit Control:

- Taking responsibility for all outstanding debts of assigned business division
- Pro-actively chasing clients by telephone and other means of communication to ensure invoices are promptly settled
- Keeping in regular contact with Partners and Fee Earners to ensure that they are following up on the queries as required
- Identifying and escalating potential problem debts to the Head of Revenue and Pricing
- Producing statements and reminder letters
- Reviewing and updating bad debt provision on a monthly basis
- Comply with all relevant legal and regulatory obligations including the Solicitors Regulation Authority (SRA) Standards and Regulations, and Principles.

Skills and experience

- Revenue and credit control experience, ideally within the legal sector
- Ideally experience in the use of CMS or Elite
- Reviewing and updating bad debt provision on a monthly basis

Person specification

- Conscientious and methodical with excellent attention to detail
- Numerate
- Flexible and hands on attitude
- Strong communication skills with the ability to deal with partners and fee earners at all levels
- Proactive and demonstrable experience of using initiative
- Ability to work autonomously

Competencies

- | | |
|--------------------------|------------------------------|
| • Working together | • Integrity and respect |
| • Inclusive | • Personal impact and growth |
| • Driving high standards | • Commercial mindset |
| • Client - centric | • Responsible Business |

Contact

Ifra Ahmed

Senior Talent Acquisition Advisor

Ifra.Ahmed@crsblaw.com

T: +44 (0)20 7203 5145

[charlesrussellspeechlys.com](https://www.charlesrussellspeechlys.com)

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Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.