
Revenue Controller – 12 month FTC

Department: Finance

The firm

Bristows is a market leading law firm with a global client base across the life sciences and technology sectors. The firm has maintained its high standing in the market with the strength of our legal expertise and our unique firm culture driven by our core values.

The role

We are looking for a temporary Revenue Controller on a twelve-month fixed to contract to help support the roll out of Aderant Expert billing to the wider Finance team and beyond. We are looking to utilise candidate knowledge of Aderant Expert Billing to ensure a smooth roll out across the firm. The role is also responsible for managing the billing process from end to end for the firm's Brands Business group and reports to the Revenue & Credit Control Manager.

Key responsibilities – Aderant Upgrade Project

- Assist the Revenue and Credit Control Manager with the roll out of Aderant Expert Billing to the Finance Team
- Utilise Expert Billing knowledge of best practice to improve the billing system and processes
- Assist with the implementation of new billing templates firmwide
- Be a point of reference for any Aderant Expert Billing queries
- Assist with the training of wider Bristows team within the Aderant Expert Billing upgrade project

Key responsibilities - Departmental

- To produce draft Trade Mark bills and bills for other departments as and when required or requested during the month by fee earners and partners, and post to Aderant Expert
- Checking all relevant disbursements (especially foreign agents' fee notes) are posted on Aderant Expert
- Check time entries to ensure they are on correct file. Also check to see which entries are chargeable and advise fee earner/partner accordingly
- Meet with allocated partners and senior associates to ensure work in process (WIP) balances are reviewed and billed on a timely basis
- To ensure that all electronic filing (ebilling) is uploaded promptly and accurately via any required ebill platform.
- Deal with general queries from associates and partners for costs to date and WIP figures
- Liaise with the wider finance team in respect of unpaid bills as and when requested
- To undertake any other duties that may reasonably be requested

Skills & experience:

- Experience in Legal billing and in particular Trade Marks.
- Experience of using e-billing portals
- Knowledge of Aderant Expert, Prebill Manager, ARCS, Excel and Word

Our values & culture

With around 300 staff and partners in total and one UK location, we are able to maintain a friendly atmosphere where everyone is able to get to know each other and many policies and practices can operate on a trust basis.

We are based in modern offices at Blackfriars and very much value face to face collaboration and the social element of working relationships. We have introduced a Remote Working Policy which enables staff to work in an agile way – we do not monitor attendance but ask that everyone spends more time in the office than out of it, typically three days a week for full time staff.

Our firm values, which we very much “live”, are Ambition, Bravery, Curiosity and Friendliness. These underpin all that we do across both our client work and our internal strategic decision making. None of our lawyers have billing targets which means we can focus on doing the best for our clients while also having the time and capacity to assist each other in a genuinely collaborative working culture.

Training & career progression

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process. Mentoring schemes are available for fee earners while members of the HR team can provide personal coaching and guidance in non-legal and personal management skills.

Personal and professional development is much valued at all levels so we have a generous budget which enables us to meet most ad hoc requests for additional training.

Reward & benefits

Our salary and bonus structure reflects our absence of billing targets and collaborative culture and any bonus is paid as a simple percentage bonus across the whole firm. We have a flexible benefits package that is kept under regular review and is designed with the wellbeing of our staff and their families.

Diversity & inclusion

At Bristows we are committed to championing equality, diversity and inclusion for all, and we are a proud signatory of the Law Society’s Diversity and Inclusion Charter. As a firm, and as individuals, we do all we can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years.

We have an active, partner-led Diversity & Inclusion group which runs awareness raising and educational initiatives in addition to ensuring that our policies and procedures remain inclusive.

It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation. For more information about EDI policies and practices at the firm, please [see here](#). For more information on our [firm values, see here](#).