

FEE EARNER JOB DESCRIPTION

Reports directly to: The Head of Department & Partners

Job Summary: To provide accurate, timely and efficient fee earning work to clients and meet required targets within the guidelines, policies and procedures set down by the firm. To ensure the highest level of service to clients at all times

Main Responsibilities

- To effectively manage own caseload in consultation with the appropriate line manager
- To produce the target level of recoverable fees as directed
- To ensure appropriate hours recorded and billed to meet/exceed targets
- To process timely transactions and effect financial controls for matters under your supervision in accordance with departmental procedures including timely and effective management of monthly Aged Debtors report.
- To ensure all file records are kept current and case management procedures are maintained effectively (includes file closing)
- Monitoring of own fees against target
- Obtaining funds on account
- Collecting outstanding disbursements in a timely manner
- Rendering timely interim bills (as appropriate)
- Monitoring work in progress and ensuring client kept informed accordingly
- To maximise potential cross selling opportunities across the Firm
- To ensure that the highest level of professional standards and client care are maintained
- To maintain conducive working relationships and effective supervision and delegation to support staff and to liaise with the Office Manager as appropriate
- To maintain an effective diary system in liaison with support staff
- To ensure conducive working relationships with clients, colleagues and other associated third parties
- To actively initiate and maintain relationships in order to obtain new clients and to maximise business opportunities with existing clients
- To be proactive in identifying new marketing and networking opportunities and to attend events as required
- To ensure that any work/matter related issues that may detrimentally affect the Firm, are brought to the immediate attention of the head of department.
- Ensure positive and professional representation of the firm at all times
- To undertake all training as required by the Firm and CPD
- Comply with all policies and procedures set down by the Firm
- Any additional duties that may reasonably be required

Knowledge, Experience and Skills required

- Appropriate currency of knowledge and experience in the relevant area(s) of law
- Ability to manage own caseload effectively
- High standard of written and spoken English
- Microsoft Office skills (Word and Excel as required for the role)
- Ability to work effectively as part of a team as well as working on own initiative
- Good organisational and communication skills
- Adaptability and flexibility