

Job Specification

Title: Revenue Controller

Department: Finance

Reporting to: Revenue Supervisor

The Finance Department

This is a fantastic opportunity to join our dynamic Finance department which currently comprises a team of 14 including the Head of Finance, Financial Controller, four legal cashiers, a Revenue Supervisor, a Senior Revenue Controller, a Revenue Controller, a Revenue Assistant and an Assistant Accountant.

In view of our growing department, we aim to recruit astute, motivated and enthusiastic individuals to represent the Fladgate brand. We offer exceptional training and career development and the opportunity to learn from some of the best in the business.

The Role / Duties & Responsibilities

As a Revenue Controller in the Finance department, your role is to be part of a team of 6 responsible for the working capital of the firm. You will ensure the minimum amount of working capital is "locked up" in WIP, unpaid bills and disbursements, minimise the firm's exposure to bad or doubtful debts and build strong working relationships with partners/fee-earners and their clients.

Responsibilities Include:

- meeting with a dedicated portfolio of partners to review unbilled WIP, disbursements and unpaid bills to ensure that all matters are billed promptly, outstanding bills are being chased and any queries raised by clients are being dealt with promptly;
- Liaise with clients and external contacts to ensure that all invoices have been received, queries resolved and payment promises are enforced;

- Review key client exposures with the Revenue Supervisor and take appropriate action with the client and client partner to ensure the firm's exposure is reduced;
- maintain up-to-date records of all contact with partners and their clients regarding WIP documenting and the chasing of outstanding bills in Aderant Expert collections;
- Ensure regular feedback to partners on the revenue control activities of their clients;
- Work alongside other team members to ensure that the month end activities are met namely the processing of invoices and transfer of client balances;
- Ensure that all invoices processed are compliant and in accordance with the firm's internal policies;
- Assist in financial administration of matter files including the application of special rates, the revaluation of time, transfer of WIP, client to office transfers and any write off requests as required;
- reconciling accounts/matters and prepare statements of account as required;
- review client files to obtain the relevant information to pass to the debt fee earner to instigate legal proceedings when required;
- Contribute to the ongoing system projects of the Revenue control team including the central dispatch of invoices, monthly account statements and paperless billing;
- Show flexibility to support the wider Finance team as necessary, especially at month end

Person Specification

Our ideal candidate will have:

- A proven track record of success within a revenue role, ideally within the legal sector or other professional services environment;
- Credible and proven track record of establishing close working relationships with partners in a partnership with a view to enabling maximising cash flow for the business.
- Billing background required with the ability to process a large number of bills throughout the month and at key times (Month/Quarter/Year End);
- A strong ability to build and maintain working relationships with key stakeholders;
- Proactive and forward looking, demonstrates initiative and takes ownership of work;
- Good planning and organisational skills, and able to manage multiple responsibilities and projects;
- Strong communication skills, including the ability to present information effectively both orally and in writing.
- Able to present self with professionalism and polish, inspiring the confidence of clients and colleagues;
- Excellent numerical and analytical skills;
- Highly accurate and with a keen attention to detail in all areas of work;
- Good time management skills, and a proven ability to multi-task;
- Calm, confident and resilient;
- A professional, willing and 'can do' attitude;
- Previous experience of Aderant Expert would be advantageous, but is not essential.
- E-billing experience is preferred, but not essential; and
- Strong IT skills including Excel and Word.



About Us

Fladgate has a broad skills base that covers a wide spectrum of legal services across the business lifecycle and shaped to operate collaboratively to move fast and flexibly:

- Dispute Resolution: which includes regulatory, corporate governance and investigations, banking and financial services litigation, international commercial arbitration, insurance, contentious trusts and family, civil fraud and asset protection
- Corporate: including private capital, capital markets, M&A, tax, restructuring and employment
- Real estate: including planning, construction, real estate finance and real estate litigation.
- Funds, Finance and Regulatory: including investment funds, private equity, fund managers, asset and investment managers, promoters, sponsors and investors

Fladgate is a nimble 80 partner law firm known for its ability to work on fast moving, complex challenges requiring enterprising and commercial solutions.

In addition to advising a substantial UK-based client base, the firm provides a proactive and efficient service for clients with international business through specialist groups which serve continental Europe, India, Israel, South Africa, the Middle East, Russia/CIS, US, Canada and the Asia Pacific region. Operating from London and comprising multilingual and multi-qualified lawyers, these groups facilitate cross-border activities for a diverse range of companies. The firm is a member of the International Lawyers Network, a worldwide non-exclusive association of high-quality full service law firms based in 67 countries.

For more information visit our website at www.fladgate.com

Inclusion & Diversity



Sunil Sheth, Senior Partner

"As the new Senior Partner of the Firm, I am acutely aware that our vision and values are built around the word 'personal'. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not 'soft' business aspirations, they are fundamental to our success"



I&D - Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

- Developing a diverse leadership - we have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and in the last 18 months 4 out of 9 people joining the partnership were women.
- Attracting a diverse work force. This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews;
- Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.
- Helping all our people in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.

For everyone including our clients we are striving to:

- Ensure that contact with us, including for example at events we organise, is always inclusive and appropriate for all, all preferences will be catered for.
- Endeavour to ensure our teams working on different client matters reflect the right balance of gender and ethnicity.
- Develop and support our client's own inclusivity and diversity objectives by running industry specific workshops and seminars together.
- Have regular open conversations with clients about progress around inclusion and diversity.



Women in Law Pledge





Benefits

We reward our staff for their continued commitment to the success of this firm with a comprehensive range of benefits.

On joining:

- Life assurance scheme – 4x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Flexible holiday scheme - buy up to five days extra holiday per annum
- New business bonus - calculated as a percentage of work introduced
- Staff introduction bonus - £1,000- 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service - 24/7 online video GP consultations

After 2 months:

- Group personal pension plan - 4%-5% employer contributions, matching employee contributions of 4% -5% (automatically enrolled). Processed via salary sacrifice 50% of employer NI savings added to contribution

After 3 months:

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll

- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

After 6 months' service and end of probationary period:

- Private medical scheme insurance medical insurance scheme (non- contributory)

Dress for your day policy: Our intention is to allow our people to choose a dress code suited to their daily schedule in order to maximise comfort while still maintaining a professional image.

Parental Leave & Maternity Policies

Our aim is to create a culture where our people can thrive and feel supported at work. As such, the firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies* cover:

1. **Maternity** - We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility*. If eligible, EMP provides 100% of your salary in weeks 1-12 and 50% of your salary in weeks 13-24. Weeks 25-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least 6 months from the date of your return to work before providing and notice of resignation*.
2. **Paternity** – We offer enhanced paternity pay (EPP) as full basic pay for up to 2 weeks*.
3. **Shared Parental Leave (SPL)** – SPL allows parents to take up to 50 weeks' shared leave in total following the birth or adoption of a child*.
4. **Adoption and Surrogacy***
5. **Ordinary Parental Leave** – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children*.



*Full details can be found in our staff handbook, which will be provided upon offer of employment.

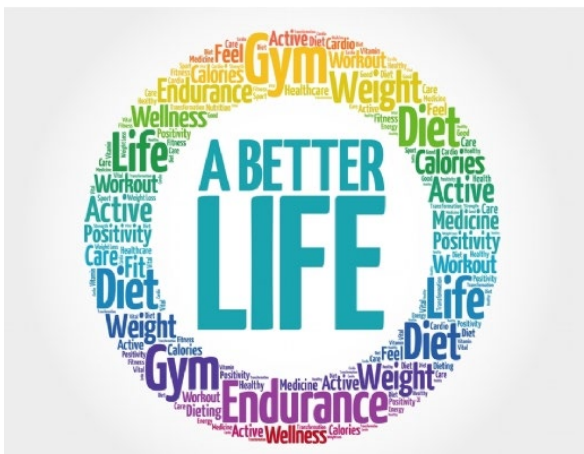
Flexible working

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Flexible working allows our people to cut down their commute time (and cost!), organise their own day and ultimately have an improved work / life balance, all of which contributes to an improved experience as well as better wellbeing and engagement.

Flexible working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we are operating a hybrid pattern of 2-3 days remote and 2-3 days office based. This is subject to change as the role necessitates and not a contractually binding agreement (unless stated otherwise).

Further clarification of this policy will be provided during the recruitment process.

Wellbeing



The firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.

Our Wellbeing programme consists of four key pillars:



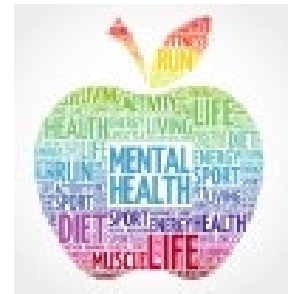
Physical Health

- Bupa private medical insurance (optional benefit to join after six months' service)
- Eye test vouchers
- Optional dental insurance
- Flu jabs
- Weekly personal (group) training sessions
- Gym and sports club loans and cycle to work scheme
- Various sports teams and groups across the firm



Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling sessions available via the EAP where needed
- YuLife health and wellbeing app
- Annual holiday entitlement and flexible holiday scheme, and the opportunity to buy up to an additional two weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions



Financial Health

- Group personal pension and group income protection scheme
- Life assurance (4x salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Marriage / civil partnership gift
- Financial management workshops inc. mortgage and pension management



Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities



fladgate

- Student mentoring for LPC and GDL students at the University of Law

