

Revenue Controller

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Company: Lewis Paige

Location: Southampton

Category: other-general

Revenue Controller

Southampton

Leading Law Firm

This is a 6 month fixed term contract

Annual Salary is £30k-£35k so 6 month pro-rata of that

Hybrid - 3 days on site, 2 from home

This is a fantastic opportunity to join a prestigious Law Firm with a strong focus on its people and a supportive corporate culture. With a history of rapid growth and a recent successful merger, the firm is poised for its next phase of development.

**The firm is looking for a Revenue Controller or someone that has excellent experience as a Credit Controller.

The Law Firm is currently seeking a dedicated Revenue Controller to join their high-performing professional finance team. Reporting to the Revenue Control Manager, you will play a pivotal role in managing Work in Progress (WIP), disbursements, and debtors related to legal matters. Collaborating closely with partners and fee earners, you will assist in resolving matter-related account queries and contribute to the financial success of the firm.

As part of a dynamic team, you will have a specific legal division to support while also collaborating with colleagues to provide an integrated credit control function for the firm as a whole. Your responsibilities will encompass all aspects of the firm's time-to-cash cycle, including billing, collections, and working capital management.

Key Responsibilities:

- Collaborate with matter partners and executives to set monthly billing targets.
- Provide regular progress reports on billing targets.
- Monitor billing progress and follow up on unapproved bills.
- Manage credit note requests and maintain reason codes.
- Assist in summarizing client matter transactions and accounts.
- Conduct regular reviews of WIP with partners and fee earners to maximize billings.
- Monitor WIP age profile and ensure it aligns with agreed targets.
- Review inactive matters with outstanding WIP or disbursements and determine necessary actions.
- Maintain and update matter fee estimates and target billing dates.
- Follow up on missed billing dates, agree on revised dates, and update systems accordingly.
- Identify and address matters with WIP balances exceeding fee estimates.

Candidate Requirements:

- Previous experience as a revenue or credit controller, preferably within a law firm or similar professional services environment.
- Proficiency in Microsoft Excel is essential.
- Experience with Elite 3E is advantageous but not essential
- Strong systems knowledge and familiarity with relevant VAT rules.
- Knowledge of external credit agency information systems is a plus.

This role is based in Southampton 3 days on site, 2 from home and please only apply if you are able to commute easily.

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