

Revenue Controller

Practice Group/Department: International Operations / Finance

Type of Vacancy: Permanent

Full time/Part time: Full-Time

Location: Leeds

About Eversheds Sutherland

Eversheds Sutherland is not your average law firm and we're not looking for average people. We do things differently - in the way we treat our people and the service we provide. That's how we've become one of the largest law firms in the world and a great place to work and develop your career.

You would be joining a team providing world class financial services to our business. You'll be someone who wants to be the best at what they do; who can handle pressure and enjoys making decisions that will have a real impact on our business. Our firm is all about teamwork and you would be a crucial part of that team - you'll find the work stimulating, the atmosphere dynamic and the results highly satisfying.

The role of the Revenue Controller is to drive the end to end process of a matter from time recording through to billing focusing on both financial controls and service delivery support. The role covers four elements; Billing enabling, Controls, Reports and Service delivery.

Billing Enabling

It is the task of the Revenue controller to enable the business to bills as efficiently and quickly as possible. The RC will be expected to work with both their designated legal teams and financial teams providing information and monitoring, time, WIP and potential billing risks and opportunities. The Revenue Controller must be confident, knowledgeable and assertive in a positive way when dealing with all stakeholders.

- Obtaining WIP information from lawyers and conducting WIP meetings with all partners, and lawyers where necessary. Updating tracking spreadsheet to record promised bills.
- Identifying and chasing up aging orphaned disbursements, measure is total value of orphaned disbursements, by team/practice group monitored on a quarterly basis.
- Ensuring the system is updated with comments (WIP Notes) in accordance with agreed de-minimis limit
- Chase for authorisation and monitor progress of bills through the Elite system progress of large bills, key bills or complex
- Chase late bills before month end closure,
- Ensuring all WIP held over 6 months old is chargeable with a good reason as to why it should remain
- Assistance with the reconciliation of detailed entries in client account, when approached.
- Supply calculations and correct terminology for internal reworks
- Encourage billing to be produced earlier in the month
- Request Bill/Transfer and Write off requests to the billing team, Liaising with billing in respect of bills requested and write offs, time/disbs transfers

Controls

The role of revenue control is to enable the business to maximise potential utilisation and WIP & disbursement conversion, by running control reports which will indicate areas of risk. The RC is expected to use these control reports to advise legal teams and finance of areas risk and provide advice as to how to maintain file hygiene.

- Review files with WIP balance where no time has been recorded for 5 months in period 5 & 11.
- Drive the assessment of recoverability of WIP with the STKs during the audits.
- Provide information on Client to disbursement transfer possibilities
- Run controls for On hold timecards - suspended WIP and investigate and resolve.
- Monitor time recording on a weekly basis to ensure that it is complete and closed down daily where possible and that holiday time has been completed, either in advance or by the relevant secretary.
- Monitor and drive down open time by liaising with office managers, fee-earners and secretaries to ensure prompt closure prior to risk of purging;
- Check secondments are correctly set up and time recording adheres to the secondment policy;
- Ensure correct codification of WIP
- Cleanse non billable matter regularly monthly to ensure financial hygiene
- Review matters under HoD department codes .
- Review credit WIP (Anticipated time)
- Assist in the provision of information for audit letters in line with current processes.
- Review of dormant balances with BTK.
- Continued interaction with the UK firm wide Revenue Control Team, taking and getting involved on various internal projects as they arise.

Reporting

Part of the RC role is to provide the business with financial reports to aid the billing and client relationship process.

- Sending out monthly WIP reports to Partners/BTK's
- Provide financial reporting; (excluding detailed analyses of profit, gross margin and other KPIs) diarising regular reports as necessary to ensure prompt delivery and in the format as required by the client be they internal or external; (to be automated)

Service Delivery

The role of the RC is to provide excellent client service building strong relationships between internal clients, finance and on and offshore operations. The RC is expected to provide support for incoming queries, enabling issues to be resolved by the correct party.

- Assisting fee earners with time queries, ie difference between InTapp and Elite for bonus purposes
- Provision of billing guides and other reports to partners and lawyers on an ad-hoc basis
- Provide service delivery support to the legal teams to identifying correct route to solve issues and owning the issue until resolution by the relevant team has been completed.
- Provide additional support training for BTKs and secretaries for enquiries on Elite, CD, proformas.
- Support OMs in ensuring fee-earners who are terminating their employment with Eversheds or finishing for maternity leave, sabbatical or secondment have transferred all their matters to another fee-earner in advance of their last day so that all matters have a current contact
- Supply calculations and correct terminology for internal reworks
- escalate issues to service delivery team where repeated errors occur in processes.