

**Job Title:** Legal Aid Billing Paralegal

**Reports to:** Director of Legal Casework and Compliance

**Salary:** Up to £23,614

**Hours:** Full-time

**Duration:** 12 month fixed-term contract

**Location:** Coventry Office (On-site)

## About this role

Central England Law Centre operates busy offices in Coventry and Birmingham from which we provide support to clients seeking support for legal issues ranging from immigration and housing through to employment and health and social care.

This fixed-term role is a pivotal one in supporting our existing billing team, solicitors and caseworkers in the timely and accurate submission of closed client files to the Legal Aid Agency.

The successful candidate will be a natural problem solver, willing and able to work on their own initiative as they collate all the information required to successfully gain financial reimbursement from the Legal Aid Agency. Consistently high levels of attention to detail are a must, as is the ability to work with a wide cross-section of people across the Law Centre.

This is a great entry-level role for somebody with an interest in developing their skills as a cost draftsman. It is important to understand that this role is an internally-facing one focused on providing a high quality of service to Law Centre staff. This role does not involve direct client contact.

The appointment of the successful candidate will be subject to satisfactory references and a basic DBS check.

## Responsibilities

Working alongside the Law Centre's Billing Process Coordinator, the successful candidate will work on a caseload of files which they will review before submitting to the Legal Aid Agency for payment. In compiling these files, they will:

- Liaise with solicitors and caseworkers across the Law Centre in order to understand the work undertaken on client files and deal with any queries
- Develop an understanding of the requirements of the Legal Aid Agency
- Correspond with the Legal Aid Agency and other parties regarding billing and finance
- Ensuring that matters are compliant on the case management system
- Submit queries to the Legal Aid Agency where required
- Maintain accurate records on Law Centre's in-house case management system
- Complete all required forms, invoices and evidence are compiled for each closed case

## General

The Billing Paralegal will also:

- Demonstrate commitment to the vision, mission and aims of Central England Law Centre
- Abide by policies and procedures as set out in the office manual and staff handbook
- Attend team meetings and Law Centre away days as required
- Work with other staff to ensure that the office is run smoothly and efficiently, covering the work of others where required
- Any other task reasonably required within the context of this post

### Essential

- High level of attention to detail and accuracy
- High level of numeric ability
- Ability to research, analyse and interpret complex information
- A curious and investigative approach to work
- Excellent oral and written communication skills
- Excellent organisational skills with the ability to manage own time and prioritise workload
- Ability to get on with people, be polite under pressure and to work as part of a team
- Adaptable, self-motivated and able to work independently
- Willing and able to learn quickly and develop new knowledge and skills
- Experience of using Microsoft Word, Excel and Outlook
- A demonstrable commitment to social justice
- A non-judgemental attitude
- An understanding of the importance of confidentiality

### Desirable

- Experience of working with the public and in a busy and demanding environment
- Experience of using case management systems
- A commitment to continuous professional development, including a willingness to develop knowledge and skills in advice topics
- Knowledge of the work of Central England Law Centre
- Ability to foresee and solve problems – before and after they occur

### To apply for the post you will need to provide

- A completed Billing Paralegal form (link on our website)
- An up-to-date CV which should include the names and addresses of your referees
- A covering letter of no more than two sides of A4 which should include:
  - Please describe how your skills, qualities and experiences meet the requirements set out in the Job Description. Where possible, provide examples (which could be from a professional, voluntary or personal context) which demonstrate those skills, qualities and experiences
  - Explain how you have used, or how you would like to use, the law and community participation to bring about positive change in your community. Where possible please relate your answer to previous experience, which could be in paid or voluntary work
- A completed equality and diversity form (section 3 and 4 of the Billing Paralegal form)

Please email your completed application to [recruitment@centralenglandlc.org.uk](mailto:recruitment@centralenglandlc.org.uk) by **12:00 pm on 18th April 2024.**

Please do not submit any additional papers. We will only consider the information in the CV and personal statement.

We really want you to give you an opportunity to demonstrate your abilities and skills. We therefore strongly suggest that you pay particular attention to the job description and person specification when completing your application.

We will confirm receipt of your application by email. We will then shortlist applications and successful applicants will be contacted by email and telephone and invited for interviews.

We expect to hold interviews on the week commencing **22nd or 29th April 2024.**

Please let us know of any arrangements we may need to make to enable you to attend for an interview. Our Coventry office is wheelchair accessible and has disabled toilet facilities, If you are attending an interview at our Birmingham office please let us know whether you need any assistance prior to coming to your interview.

The interview will last for approximately one hour. The interview panel usually consists of two people which would normally include the relevant team head. You may be asked to provide a short presentation or complete a written test. If this is the case you will be notified prior to your interview and provided with any further information. We will take up references only after interview. We require references from two people who will be able to comment on your suitability for the role. Usually, one should be your previous employer.

We monitor our selection process for compliance with our statement of commitment to equal opportunities. The first and last page of the application form is not available to those shortlisting and considered only after the appointment has taken place and then only for the purpose of ensuring that our selection process is fair.