

Role description |

Business and Billing Administrator
London

TaylorWessing

The opportunity for you

Executive summary

This role is to assist with one of our busiest and fastest growing Practice Areas, where the need for support to free up partner time for fee earning and client delivery has become apparent, as well as assisting within the Finance Department.

The key focus of this role is on providing methodical and organised support and billing assistance to one of the highest volume teams in the firm, to work closely with the PA's within the team to streamline the billing processes in line with our new billing systems.

This role is also designed to assist with areas of the working capital cycle when required, meeting with partners advising on best practise and problem solving.

The successful candidate must be able to work under strict time guidelines and have very strong communication skills with an ability to apply pressure when dealing with senior stakeholders. It is a business partnering role as much as a technical one, requiring a motivated individual who will get things done and is looking to grow with the practice.

Ideally suited to someone who will take complete ownership of the role and is a proactive, assertive multi-tasker who has a head for number work. A willingness to learn is key.

Job title

Business and Billing Administrator

Recruiting manager

Kelly Duffield

Department

Finance

Working hours

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week from our offices.

Location

London

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Key responsibilities

- Working closely with the PA's to ensure end to end preparation of bills for the Practice Area. This is the primary purpose of this role and will include involvement at all stages.
- Working closely with the Partners to ensure the bills are prepared to the required standard, signed off, and ready to be dispatched in a timely manner.
- Continual review of the teams wip balances, promoting financial hygiene and reporting to the senior revenue team with billing estimates against monthly targets.
- Work with the wider billing and revenue team to manage month end requirements ensuring all open tasks are complete before the month end close.
- Contribution to joint team inboxes.
- Assist the Finance billing team with tasks such as: bill posting, time and disbursement transfers, special rate reviews.
- Maintenance of client and matter specific information, client contacts, special rates, addresses and billing requirements.

The opportunity for you

Knowledge, skill & experience

- Good Excel skills
- Excellent communication and interpersonal skills
- Experience in dealing with senior stakeholders in trying environments
- Ability to work under pressure
- Attention to detail and ability to investigate and problem solve to resolve issues
- Working knowledge of the Solicitors' Accounting Rules
- Speed and high degree of accuracy of input required
- Motivated team player with a proactive attitude and excellent work ethic
- Experience of Aderant Expert desirable
- Office hours are 9.30am to 5.30pm, however, you should be prepared to work additional hours when required.

This role will require the candidate to work in the office a minimum of three days per week. One of these will always be Wednesday which is the office all in day.

About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

Our UK sector focus



Technology, Media & Communications



Private Wealth



Real Estate, Infrastructure & Energy



Life Sciences & Healthcare

Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

1250+ lawyers | 350+ partners | 26 offices | 16 jurisdictions

About us

The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

Employee development and career progression

We recognise that our business services professionals are integral to our success and are therefore dedicated to their career development. We offer comprehensive development plans designed to support the growth of our business services people in their respective roles. From technical training to softer skills, these plans are crafted to ensure that our people realise and reach their full professional potential, but also complement our firmwide strategic goals allowing both the firm and our people to flourish.

For a detailed look at these development opportunities and how they can support your career progression, please refer to our [Always Learning Brochure](#). This document will provide an in-depth view of our commitment to skill development and show you the support network available as you advance within Taylor Wessing.

About us

Investing in you | Tailored benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

Key benefits

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house and digital GP services

Health and wellness benefits

- Annual wellbeing allowance
- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- GymFlex
- Counselling sessions

Lifestyle benefits

- Enhanced family leave – after one year qualifying service, you are entitled to up to 26 weeks leave full pay if you or your partner give birth or adopt a child
- Salary sacrifice electric car scheme (UK staff only)
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Financial wellbeing support
- Interest free season ticket loan
- Cloud Nine – our subsidised restaurant and coffee bar (London only)

Taylor Wessing in London



Located in central London, our office is a stone's throw from some of the UK's biggest names in technology, fashion and retail, as well as the courts housing the capital's legal profession.

In 2023, we faced the choice whether to move to a new location in London or stay in 5 New Street Square. We decided to stay and invest in an extensive refurbishment as this would have less of an environmental impact than building and fitting out a brand-new space.

We're now back in 5 New Street Square and we look forward to clients and other guests experiencing our reimaged, modernised and more sustainable premises.

Why London?

London is one of the top financial centres in the world and a key international tech hub. Our UK lawyers combine their deep understanding of the law with their outstanding market knowledge to support some of the most innovative businesses across the technology, media and communications, life sciences and healthcare, real estate, infrastructure and energy and private wealth sectors that do business in the capital and beyond.

We thrive on the challenge of keeping ahead of legal and regulatory developments to advise our clients in these dynamic sectors who are pushing the envelope in terms of the products they develop and offer and the business and economic models they operate. Our UK and international strength in M&A, disputes and intellectual property complements our focus on our key sectors.

Our London team

Working alongside our lawyers, teams based in our London office support our UK and international business operations, including:

- IT
- Strategic Digital Ventures
- Finance
- Talent
- Risk
- Business Transformation
- Business Development, Marketing and Communications.

Anyone who works for Taylor Wessing in London becomes part of a fully integrated, UK-wide team. This is a fantastic firm for talented people who are intellectually curious, ambitious and want to work in one of the best cities in the world.

Our values

What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

Find out more about our responsible business initiatives [online](#).

Read our latest impact report by clicking the link below.



**Our Responsible Business
Impact Report 2024**

[**Read the report**](#)

Diversity & Inclusion

Mansfield Certification



We are proud to announce that we have achieved Mansfield Rule UK Certification Plus for the 2024–2025 period, reaffirming our dedication to diversity, equity, and inclusion within the legal sector.

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

Inclusive Recruitment Charter

Take a look at our new Inclusive Recruitment Charter...

The Charter builds on some of our great initiatives from the last year, like taking part in the 10,000 Black Interns programme, introducing mandatory inclusion training for all our people, and achieving Mansfield Certification Plus.

Learn more about our commitments to being a responsible business by [clicking here](#)

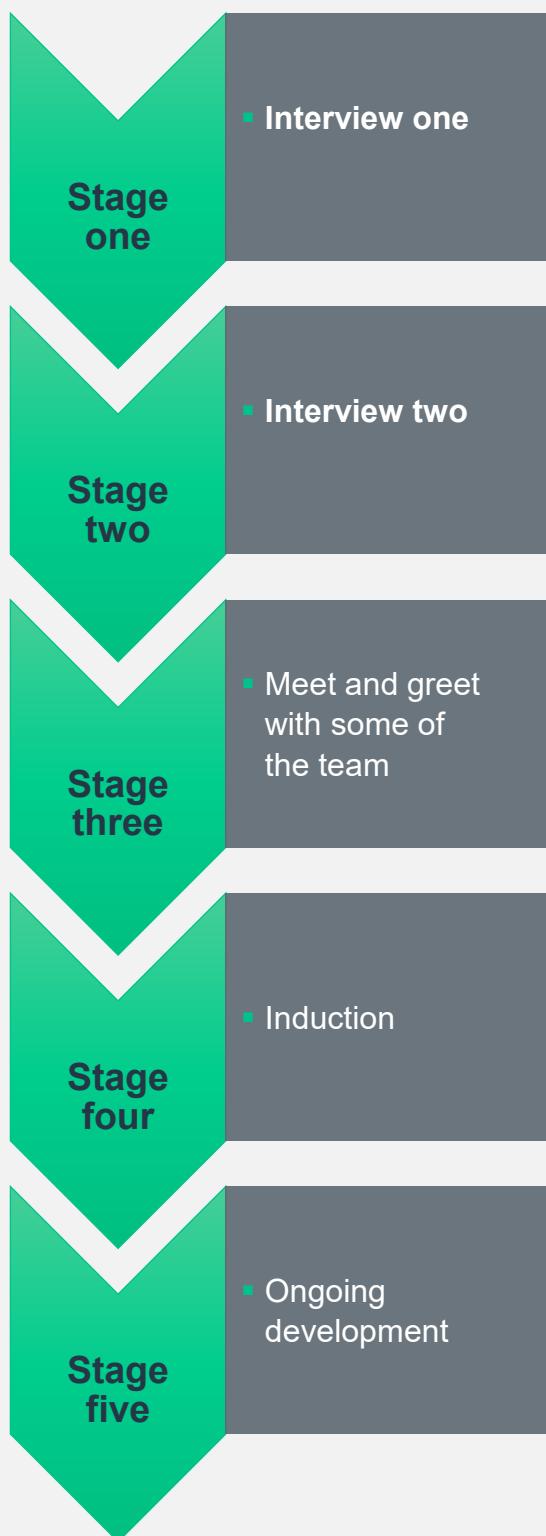
Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

Our current networks include:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

Your recruitment journey



Rob Fowler
Head of Talent Acquisition
+44 20 7300 4841
r.fowler@taylorwessing.com



Victoria Lewton
Senior Recruitment Manager
+44 207 300 7061
v.lewton@taylorwessing.com



Daniel Cheasley
Senior Recruitment Advisor
+44 20 7300 4965
d.cheasley@taylorwessing.com



Kendell Woods
Senior Recruitment Advisor
+44 151 335 5192
k.woods@taylorwessing.com



Meg Vaughan
Recruitment Senior Coordinator
+44 151 335 5277
m.vaughan@taylorwessing.com



Lottie Williams
Recruitment Onboarding
Senior Advisor
+44 151 335 5191
ch.williams@taylorwessing.com

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions. If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process this will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

2700+ people

1250+ lawyers

350+ partners

26 offices

16 jurisdictions

Argentina*	Buenos Aires	Ireland	Dublin
Austria	Vienna	Italy**	Milan Rome
Belgium	Brussels	Mexico*	Mexico City
Brazil*	Belo Horizonte Brasília Rio de Janeiro São Paulo	Netherlands	Amsterdam Eindhoven
Chile*	Santiago de Chile	Nicaragua*	Managua
China	Beijing Shanghai	Panama*	Panama City
Colombia*	Bogotá Bogotá, main office	Peru*	Lima
Costa Rica*	Guanacaste San José	Poland	Warsaw
Czech Republic	Brno Prague	Portugal*	Braga Lisbon Porto
Dominican Republic*	Santo Domingo	Puerto Rico*	San Juan
Ecuador*	Cuenca Guayaquil Manta Quito	Slovakia	Bratislava
El Salvador*	San Salvador	South Korea**	Seoul
France	Paris	Spain*	Barcelona Canary Islands Madrid Pamplona Seville Valencia Vitoria Zaragoza
Germany	Berlin Düsseldorf Frankfurt Hamburg Munich	UAE	Dubai
Guatemala*	Guatemala	Ukraine	Kyiv
Honduras*	San Pedro Sula Tegucigalpa	United Kingdom	Cambridge Liverpool London
Hungary	Budapest	Uruguay*	Montevideo
		USA	New York San Francisco

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