Billing Assistant

Finance, London

WINSTON TAYLOR.

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We’re fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business’s most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

This role will be based within our Finance Team in London and will report to the Senior Biller based in London. The key focus of this role is on providing direct billing support/admin assistance for the fee earners and PA's.

Job title

Billing Assistant

Recruiting manager

Senior Biller

Department

Finance

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

London

Perm/FTC

6-month FTC

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

Position responsibilities

- WIP/Disbursement's amendments and transfers/write offs.
- The implementation and monitoring of special rates.
- Zero bills – matching off disbursements.
- Raising and posting of credit notes.
- Aderant client and matter maintenance for example closing matters and clients, updating File managers.
- Amending Bill Groups for example currency changes and time revaluation.
- Helping the secretaries with bill amendments/raising of more complex bills.
- Liaising with the Tax Manager re VAT issues.
- Checking and posting of bills.
- Responsibility for joint billing activities in support of merger projects
- Direct support to the Senior Partner during month-end billing processes

The opportunity for you

Experience, skills, and qualifications

- Experience of working in a billing environment in the legal sector.
- Experience with unique billing solutions
- High degree of accuracy required.
- Good written and verbal communication skills, with the ability to communicate at all levels in a confident & professional manner.
- Motivated team player with a proactive approach.
- Attention to detail and ability to investigate and problem solve to resolve issues.
- Confident in working with Excel in order to provide data analysis and reconciliations.
- Working knowledge of the Solicitors' Accounting Rules.
- VAT knowledge.
- Effective planning and organization skills.
- Aderant experience preferred.
- Office hours are 9.30am to 5.30pm, however, you should be prepared to work outside office hours at month ends in addition to quarter, half year and year-ends.
- Must be able to work under strict time pressure.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent Acquisition & Strategy

- London
- +44 20 7300 4841
- Rob.Fowler@winstontaylor.com



Hannah Jackson
Senior Recruitment Manager

- London
- +44 20 3077 7262
- Hannah.Jackson@winstontaylor.com



Daniel Cheasley
Senior Recruitment Advisor

- London
- +44 20 7300 4965
- Daniel.Cheasley@winstontaylor.com

Stage 2

Interview two

Stage 3

Meet and greet with some of the team



Kendell Woods
Senior Recruitment Advisor

- Liverpool
- +44 151 335 5192
- Kendell.Woods@winstontaylor.com



Meg Vaughan-Irving
Recruitment Senior Coordinator

- Liverpool
- +44 151 335 5277
- Meg.Vaughan@winstontaylor.com



Lottie Williams
Onboarding Senior Adviser

- Liverpool
- +44 151 335 5191
- Lottie.Williams@winstontaylor.com

Stage 4

Induction

Stage 5

Ongoing development

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.

Attorney advertising. The information contained herein is for educational and informational purposes only and is not intended to be and should not be construed as legal advice. Winston Taylor N.V. and WS SELAS are part of the Winston Taylor network as separate legal entities operating from its offices in the Netherlands and Belgium and France, respectively. Further information on Winston Taylor can be found on our regulatory page at: **www.winstontaylor.com**. Winston Taylor LLP Headquarters: 300 N. LaSalle Drive Chicago, IL 60654-3406. Phone: +1 (312) 558-5600.

WINSTON TAYLOR.

© 2026 Winston Taylor LLP. All rights reserved.

WINSTONTAYLOR.COM