



EXCHANGE CHAMBERS JOB VACANCY - FEES ADMINISTRATION ASSISTANT

Exchange Chambers is one of the largest and most well-resourced Barristers Chambers in the UK. We are looking to recruit a Fees Administration Assistant.

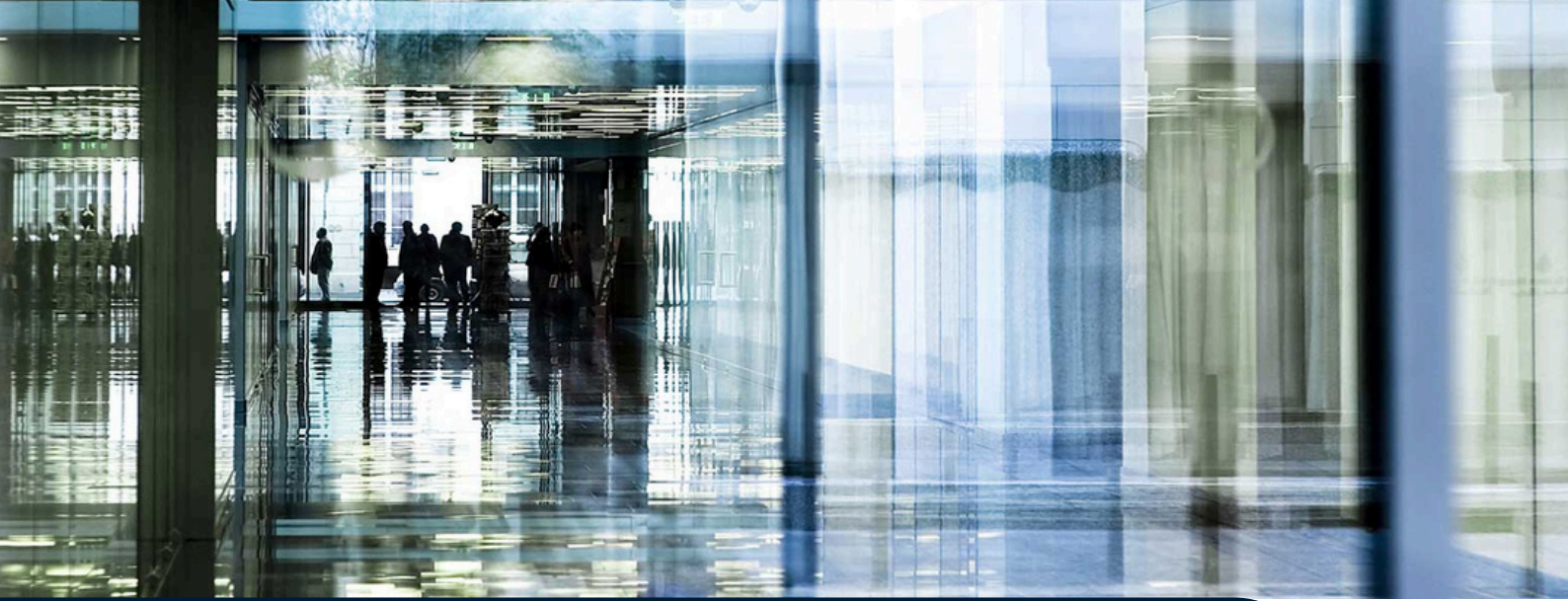
- **Job Title: Fees Administration Assistant**
- **Hours of work: 09:00 – 17:30**
- **Salary: Dependant on experience**
- **Location: Liverpool, Manchester or Leeds**
- **Holiday entitlement: 20 to 25 days per year subject to experience**
- **Benefits: Medicash and pension schemes, Cycle to Work Scheme, Employee Assistance Programme, Cash Health Plan, Voluntary Days**

JOB DESCRIPTION

We are seeking to recruit an office based Fees Administration Assistant to support our Fees Clerks and Fees Administrators with the collection of barristers fees.

Prior experience is preferable but not essential.

At Exchange Chambers we are committed to promoting equal opportunities for all, including members, pupils, employees and applicants to Chambers. We do not discriminate against anyone on the grounds of race, colour, nationality, ethnic or national origins, citizenship, gender, sexual orientation, gender reassignment, marital or civil partner status, disability, age, religion, belief, neurodivergence, or indeed, on any other ground.



EXCHANGE CHAMBERS JOB VACANCY - FEES ADMINISTRATION ASSISTANT

THE ROLE

- Provide administrative support to Fees clerks and Fees Administrators.
- Processing of incoming payments under the supervision of the Fees Clerks.
- Issuing receipts and statements to Solicitors and dealing with general enquiries by telephone and email.
- Assisting with Workflow management under the supervision of the Fees Administrators.
- Provide administrative support to the Fees Administrators in relation to aged debt fee collection.
- Assisting with payment processing.
- Assisting with bank reconciliations under the supervision of the Fees Clerks.

PERSON SPECIFICATION

- A good working knowledge of Microsoft Office, particularly Excel and Word.
- Excellent communication and interpersonal skills.
- Ability to maintain a calm, patient and flexible approach to work in a busy environment.
- Excellent organisational skills to ensure all financial information is accurately recorded and up to date.
- Self-motivated with the ability to work as part of a team.

At Exchange Chambers we value and celebrate diversity. We encourage applications from all minority groups and backgrounds. To apply, please send your CV to Claire Salvatore - salvatore@exchangechambers.co.uk