

Job Opportunity

Title: Revenue Assistant

Department: Finance

Reporting to: Revenue Manager

fladgate



Listed in The Times 'Best Law Firms', Fladgate is a leading UK-based law firm focused across the Corporate, Private Wealth, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £100m with over 400 people, all operating from a single office based in Covent Garden, London.

Role Specification

This is a fantastic opportunity to join the Finance department and support the Revenue function in the day-to-day administration of the revenue cycle.

The Revenue Assistant reports directly to the Revenue Manager and is an integral part of the Revenue team, acting as a first point of contact for client and internal billing enquiries received through the central inboxes.

The Revenue Assistant is responsible for assisting with billing, work-in-progress, client account administration and revenue-related queries. The role helps ensure that matters are billed accurately and promptly, client requirements are met, and the wider Revenue team receives reliable administrative support.



Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.

Nicola Thomas, Head of Talent Acquisition

Key Responsibilities

Billing and Revenue Administration

- Monitor central revenue inboxes and respond to routine internal and client billing enquiries in a timely and professional manner.
- Assist Revenue Controllers with preparing, checking, and processing bills, credit notes, transfers, and other billing adjustments.
- Review billing information for accuracy, including matter details, client references, VAT treatment, rates, and supporting documentation.
- Maintain accurate billing records and ensure all relevant correspondence is filed appropriately.
- Monthly dispatch of client statements
- Maintaining client details on the aderant collections system.
- Assist with file closing requests.

Work in Progress and Matter Support

- Assist with monitoring unbilled time, disbursements, and aged work in progress.
- Support regular WIP review preparation by collating reports, updating notes, and following up on agreed actions.
- Escalate complex issues, delays, or client-specific requirements to the relevant Revenue Controller or Revenue Manager.

Reporting and Month-End Support

- Prepare and update routine revenue, billing, WIP, and client ledger reports as required.
- Assist with month-end tasks, including recording billing promises, transfer and time write off requests, and helping the team meet internal deadlines.
- Maintain accurate data in finance systems and highlight inconsistencies or missing information to the team.

- Support ad hoc revenue projects, process improvements, and administrative tasks as required.

Stakeholder and Client Support

- Provide a helpful and professional service to internal stakeholders, including fee earners, partners, secretaries, and finance colleagues.
- Support the resolution of client billing queries by gathering information and coordinating with the appropriate team members.
- Build a good understanding of client billing/payment requirements, internal procedures, and revenue control processes.
- Contribute to a positive team environment by sharing workload, communicating clearly, and meeting agreed deadlines.

This role will also be responsible for ensuring compliance with VAT, Solicitors Accounts Rules and AML requirements.

Person Specification

- Previous experience in a finance, billing, revenue, accounts, or administration role is desirable, ideally within a professional services environment.
- Strong attention to detail and a high level of accuracy when working with financial information.
- Confident communication skills, with the ability to deal professionally with colleagues and clients.
- Good organisational skills, with the ability to prioritise tasks and work to deadlines, particularly during busy billing periods.
- Good working knowledge of Microsoft Excel and Outlook; experience using finance or practice management systems is advantageous.
- A proactive, flexible, and team-focused approach, with a willingness to learn and develop within the Revenue function.

Training and Development

The successful candidate will receive training on the firm's billing procedures, finance systems, client requirements, and internal revenue controls. This role provides a strong foundation for someone looking to build a career in revenue management, billing, or finance operations.



Benefits



Benefits

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office- based and home working which is a discretionary benefit depending on the role and responsibilities.

On joining	• Life assurance scheme – 5x annual salary (non-contributory) • Annual holiday entitlement – 26 days per calendar year (full time) • Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees) • Recruitment (staff introduction) bonus – £1,000 - 5,000 • Personal training/yoga – free weekly sessions • Free online GP service – 24/7 video GP consultations • Yoga and physical training sessions • Hybrid working allowance • Everyday lifestyle savings via Vivup • IHG hotels discounts
After 2 months	• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled) • Processed via salary sacrifice 50% of employer NI savings added to contribution
After 3 months	• Group income protection • Season ticket interest free loan • Private Dental Plan – payable through monthly payroll • Gymflex scheme • Eye test vouchers – every two years • Cycle to Work scheme
After 6 months	• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid • Marriage/Civil Partnership gift • Private Medical Insurance Scheme

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.

Family Friendly Policies

Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies cover:



Maternity

We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility. If eligible, EMP provides 100% of your salary in weeks 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

Paternity – The firm offer an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



Shared Parental Leave (SPL) – SPL

allows parents to take up to 50 weeks' shared leave in total, following the birth or adoption of a child.



Adoption and Surrogacy

Full details can be found in our staff handbook, which will be provided upon offer of employment.



Ordinary Parental Leave – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

*further details of our family friendly policies can be found in the Staff Handbook

Inclusion & Diversity

Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

Developing a diverse leadership – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 35% female representation by 2027.

Attracting a diverse workforce – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

I&D at Fladgate →

As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word 'personal'. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not 'soft' business aspirations, they are fundamental to our success.

Helen Curtis-Goulding
I&D Partner Lead



Wellbeing

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.



Physical Health

- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app
- Bupa private medical insurance (optional benefit to join after six months' service)



Financial Health

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management



Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week



Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

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