



JOB DESCRIPTION FOR FEES CLERK (PARENTAL LEAVE COVER)

About Tanfield Chambers

Tanfield Chambers is a leading set of barristers' chambers, renowned for excellence in business and property law. We pride ourselves on delivering outstanding client service and fostering a collaborative, inclusive working environment. Joining us means becoming part of a supportive team committed to professionalism and innovation.

ROLE TITLE:	Fees Clerk (Parental Leave Cover – 6 Months)
REPORTS TO:	Chief Executive
KEY RELATIONSHIPS:	Head of Chambers, Members, Chief Executive, Practice Managers, Administrators, instructing Solicitors, additional clients and agencies

Role Overview

This is a key role ensuring continuity of fee management during parental leave for a period of 6 months. You will manage, chase, and recover all outstanding fees due to Members of Chambers, ensuring efficient billing processes and compliance with relevant regulations. The role requires maintaining accurate records, liaising with stakeholders, and supporting the Chief Executive in implementing best practices for fee management.

Responsibilities

Billing & Fee Collection

- Prepare and issue fee notes and invoices
- Ensure accuracy and compliance with funding rules.
- Coordinate billing and fee collection processes for timely recovery of professional fees.
- Submit claims via Legal Aid Agency's CCMS and process CF1 forms.
- Oversee Legal Aid payment on account scheme

Credit Control

- Generate automated workflow reminders for outstanding fees.
- Review and manage credit control systems; recommend improvements.
- Deal directly with credit control queries and provide bank details.

Reporting & Administration

- Produce reminder reports, action documents, and payment applications.
- Prepare information for the Chief Executive and liaise with barristers' accountants.
- Maintain accurate records in case management systems (e.g., LEX).

- File documentation and correspondence promptly.

Stakeholder Liaison

- Communicate effectively with solicitors, courts, other chambers, and agencies.
- Liaise with Practice Management Team regarding case information and fee amendments.
- Liaise weekly with Bar Tax and submit bank reconciliations.

Compliance & Professional Standards

- Ensure compliance with IBC Professional Code of Conduct.
- Stay updated on developments in Legal Aid, CFA agreements, and billing regulations.
- Maintain personal and professional development.

About You

- Previous experience in billing or credit control, ideally within a barristers' chambers.
- Knowledge of Legal Aid Agency processes and the high-cost scheme
- Strong communication and negotiation skills.
- High attention to detail and ability to work under pressure.
- Proficiency in Microsoft Excel and case management systems (LEX or similar).
- Ability to work independently and manage competing priorities in a fast-paced environment.
- Professional presentation and a proactive, team-oriented approach.
- Unrestricted right to work in the UK.

Contract Details

- Duration: 6 months (Parental Leave Cover)
- Hours: Full-time, Monday to Friday
- Location: Chambers in London (with possible hybrid working)
- Salary: Competitive, based on experience
- Training: Full handover and training provided to ensure a smooth transition
- Start date: Middle of January 2026

Commitment to Diversity

Tanfield Chambers is an equal opportunities employer and welcomes applications from all backgrounds. We are committed to creating an inclusive workplace and encourage applications from underrepresented groups.

Application Process

Please send your CV and covering letter to dhaigh@tanfieldchambers.co.uk.

Closing date: Friday 19th December 2025, or sooner if a suitable candidate found.
Interviews with suitable candidates will take place immediately on a rolling basis.

Additional Information:

- This role is subject to a criminal record check during the course of employment.
- Travel expenses for interview: We will reimburse reasonable travel expenses from outside the M25, approved in advance.