



JOB TITLE: RCJ Advice Legal Aid Billing Clerk & Paralegal
RESPONSIBLE TO: Director of Finance
HOURS: 35 hours per week
SALARY: £28,435 per annum

We are seeking an experienced billing clerk to join our Civil and Family Legal Centre of RCJ Advice - a unique Citizens Advice service based at the Royal Courts of Justice and the family court. This is a new role and the priority of the role and main part of the role is managing the billing for our Legal Aid Contracts. During less busy billing times you will carry out paralegal duties to support our solicitors.

This role will suit someone who has experience of legal aid billing and is flexible and keen to increase their skills in paralegal work.

Paralegal experience is not essential - training will be provided.

Our benefits include 30 days holiday and we work a 9am - 5pm day.

To request an application pack please contact admin@rcjadvise.org.uk

The closing date is 5pm on Monday 18th June 2018.