

## EBILLING SPECIALIST

JOB IDENTIFICATION	
<b>Job Title:</b>	eBilling Specialist
<b>Department:</b>	Operations
<b>Location</b>	Mauritius

## THE ROLE

## PURPOSE:

The eBilling Specialist is responsible for the administration of all electronic billing clients and ebilling vendor sites including submission of invoices, documentation and reporting.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Submit electronic invoices to clients, ensuring that all client and firm guidelines are followed.
- Track the status of electronic invoices from submission to settlement.
- Maintain the profiles of every ebilling vendor used for the submission of invoices.
- Update and maintain the e-billing management tool with the current status and details of document issues and resolutions.
- Liaise with the finance team, fee earners, legal executive assistants and clients for ebilling matters.
- Set up and update ebilling vendor sites with accurate details regarding new matters, new timekeepers, new and revised budgets, accruals and timekeepers' rates.
- Prepare and maintain ebilling manuals and guides to support the ebilling operation.
- Produce status reports and reconcile between different data sources where required.
- Any other duties that may be required from time to time.

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- A degree in business or technical discipline would be an advantage; other graduates would be considered.
- A minimum of two years' in a professional office environment
- Good information technology skills and experience and highly numerate.
- Strong proficiency in the use of the Microsoft Office suite of applications.
- Accounting or financial knowledge would be an advantage.
- Able to recognise and prioritise urgent matters and consistently produce high quality work under pressure.

- 
- Excellent verbal and written communication skills.
  - Able to deal effectively and courteously with clients, fee earners and colleagues, and to exercise discretion and confidentiality in all matters.
  - Must possess a professional attitude and approach, including the ability to work independently, exercising appropriate judgment and initiative.
  - Able to act on own initiative and work as part of a team.
  - Flexibility – on occasions working beyond normal working times will be required.
  - Willing to work Jersey hours
-