

EBILLING SPECIALIST

JOB IDENTIFICATION	
Job Title:	eBilling Specialist
Department:	Operations
Location	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, finance or information technology 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.

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- 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.
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