



Legal Billing/Finance Clerk

BHT Advice

Job Details

Ref: 858

12 Month Fixed Term Contract (With Possible Extension)

Brighton Housing Trust

BHT is a charity and a registered housing association working in Brighton and Hove, Eastbourne, Hastings and other parts of Sussex.

BHT's Mission is to combat homelessness, create opportunities, and promote change and aims to achieve this Mission through a network of interlinked projects. By providing direct, practical services combined with a commitment to challenge the causes of poverty and inequality, we hope to achieve a supportive structure which men and women can use in a variety of ways to improve the quality of their lives.

For more information please see BHT's website www.bht.org.uk.

Project/Department Summary

The Legal Billing/Finance Clerk will be part of BHT Advice Services which consists of the following:

Senior Advice Manager covering the 3 offices.

Finance Officer with work involving the 3 offices

Brighton and Hove Advice Services

Our Advice Services in Brighton and Hove provide legal advice on housing, asylum, and related social welfare matters. The service consists of the following:

- A Housing Legal Advice Team – currently consisting of a Team Leader who is a qualified solicitor, a Housing Solicitor, a Senior Housing Adviser, two Housing Advisers, and a Reception/Triage worker.
- The Housing Team's main contract is with the Legal Aid Agency to provide specialist housing advice which includes providing the Housing Possession Court Duty Scheme at Brighton County Court.
- The project is a partner in the Brighton Moneyworks project to provide housing related debt advice.

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- An Asylum and Immigration Legal Advice Team – currently consisting of a Team Leader who is a qualified solicitor, an Immigration Solicitor, a Senior Adviser and two Advisers.
 - The Asylum and Immigration Team has a contract with the Legal Aid Agency to deliver specialist advice on asylum/immigration.
 - The two teams are supported by two Legal Secretaries.
 - Brighton & Hove City Council funds the housing and asylum/immigration services.

East Sussex Advice Services

BHT's East Sussex Advice Services are based in offices in Eastbourne and Hastings.

Eastbourne Advice

The service consists of:

- A Housing Advice Team – currently two Housing Advisers, an Administrator, a Service Manager and a Team Leader who is a qualified solicitor who works across the Eastbourne and the Hastings offices.
- The office has a contract with the Legal Aid Agency to provide specialist housing advice and the Housing Possession Court Duty Scheme at Lewes County Court.
- The Homelessness Prevention Service – Staff team as above (funded by Eastbourne Borough Council).
- Macmillan East Sussex Welfare Benefit Service – Two Macmillan Welfare Benefits Advisers (funded by Macmillan and in partnership with Money Advice Plus).
- The Lewes Universal Credit Service – A Universal Credit Adviser (funded by Lewes District Council).

Hastings Advice

The service consists of:

- A Housing Advice Team – two Housing Advisers and an Operational Manager.
- The office has a contract with the Legal Aid Agency to provide specialist housing advice and the Housing Possession Court Duty Scheme at Hastings County Court.
- The Homelessness Advice Prevention Service – same staff team as above (funded by Hastings Borough Council)

Project Summary

This post has been created to assist the 3 offices to ensure prompt and accurate payment for work undertaken under the contract with the Legal Aid Agency. The post is initially for

12 months and will be reviewed during that period with a view to the continuation of the post if it has proven to be cost effective.

Job Summary

- To enable the timely and accurate billing of Certificated cases and Escape Fee cases
- To check accuracy of invoices coming into the office for payment
- Track the progress of the invoices through the office.
- To stage-bill immigration disbursements
- To have joint responsibility for submitting the legal help Submission to the Legal Aid Agency.

Salary

The salary is paid monthly in arrears and will be £21,973 per annum pro rata. A 5.5% employer's pension contribution is also paid. The level of this contribution is reviewed annually.

Hours of Work

The hours of work will be 25 hours per week, working predominantly Monday to Friday, however flexible working proposals can be agreed. BHT does not pay overtime but will grant "time off in lieu" if agreed by your line manager.

Annual Holidays

The annual leave entitlement will be 185 hours (25 working days), rising 1 day for each year of service to a maximum of 222 hours (30 days) pro rata. All public bank holidays are granted with two extra statutory days, to be taken over the Christmas period.

Closing Date

12 noon, Monday 30th September 2019

Interview Date

Tuesday 8th October 2019

We regret that we are unable to reply to every job applicant. However, if you are called for interview, you will be notified within seven days of the closing date.

An Basic DBS Check (Disclosure and Barring Service) is required on all successful applicants as a condition of employment for this post.

BHT operates an Equal Opportunities Policy