



## **BHT Sussex:**

### **Billing Coordinator Job Details**

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

The BHT Sussex 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](http://www.bht.org.uk).

## **Department Summary**

The Billing Coordinator will be part of BHT Advice Services which consists of the following:

Senior Advice Manager covering the 3 offices.

Finance officer who works involves 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.

- An Asylum and Immigration Legal Advice Team – currently consisting of a Team Leader who is a qualified solicitor, 3 immigration solicitors, a senior adviser and one adviser.
- 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/administrators.
- 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 1fte housing advisers, 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).
- The Homelessness Prevention Service – Staff team as above funded by Lewes District Council.
- Macmillan East Sussex Welfare Benefit Service – 2fte and 0.5fte administrator (funded by Macmillan and in partnership with Money Advice Plus)
- Debt Advice Service – 25 hours per week (funded by East Sussex County Council)

#### **Hastings Advice:**

The service consists of:

- A Housing Advice Team – 1.8fte housing advisers and a 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)
- The Homelessness Advice Prevention Service – same staff team as above (funded by Rother District Council)

## Project Summary

This post is part of the Billing Coordinator Project run by the [London Legal Support Trust](#). The funding is for one year. There is an expectation that the post holder will collaborate with other billing coordinators based in London advice agencies who are funded by this project. The London Legal Support Trust will provide training from other Billing Coordinators and Peer Support.

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.
- To draft and maintain a Billing and Costing Guide that can be used to cover common issues and processes within the organisation and to of assistance to other legal advice agencies.
- To attend the London Legal Support Trust Billing Coordinator Project meetings (remotely).

## Salary

The salary is paid monthly in arrears and is on a scale from £22,863 to £27,762 (37 hours per week) dependent on experience, pro rata for 25 hours a week. An employer's pension contribution of 5.5% is also paid. The level of this contribution is reviewed annually.



## **Hours of Work**

Ideally, we would like the post holder to work 5 hours each day but can be flexible.

## **Annual Holidays**

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

## **Closing Date**

**12 noon 14<sup>th</sup> June 2022**

Please submit a cover letter and CV to: [recruitment@llst.org.uk](mailto:recruitment@llst.org.uk)

## **Interview Date**

**21<sup>st</sup> June 2022**

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

BHT operates an Equal Opportunities Policy