

Bird & Bird

Client & Invoice Assistant



Are you passionate about providing world class handling and billing of our clients' matters? Join us to provide even more value to our clients!

Your Responsibilities

We want to create efficient processes in all matters in order to provide the clients with the greatest possible value.

As our new Client & Invoice Assistant, you will be responsible for supporting the client process by creating and billing all our matters efficiently and smoothly in close cooperation with our lawyers and secretaries.

Your responsibilities will include but not limited to:

- Creating and invoicing of clients' matters
- Collecting relevant information from clients to bill correctly the first time
- Regularly review WIP with partners
- Raise bills using e-billing where required
- Be point of contact for billing related queries
- Follow-up on disbursements related to matters

The Candidate

The key for you to succeed is your great ability to collaborate with different people across the firm. Furthermore, you possess skills and understanding of numbers, economic processes, e.g. billing, and administrative processes with a great can-do and service-minded attitude.

You are probably newly graduated as financial assistant or have 1-2 years of experience from an economic function. If you have previous experience from a law firm, this is beneficial.

As a person, you are thorough and pay attention to details in your work. You like working independently and are confident in your Excel skills. Also, you understand the importance of handling all matter information correctly and confidentially.

About Bird & Bird

Bird & Bird is an international leading law firm with more than 2,200 employees in 29 offices around the world. In Denmark, we are currently 50 employees with an ambition to grow. You will get professional challenges, as well as skilled and inspiring colleagues who like to share their knowledge and experience.

Our working environment is informal and we value collaboration and knowledge sharing, which is reflected in our organisational structure. We strive to be innovative and welcome new ideas.

You will receive a number of fringe benefits; such as company lunch programme, in-house fitness and social and sporting initiatives.

Join the team!

If you have the required skills and experience as outlined above, we encourage you to [apply with your resume and cover letter before 1 October 2018](#).

For further information, please visit www.twobirds.com or contact Nordic COO Nathalie Danielsen on nathalie.danielsen@twobirds.com.

We look forward to receiving your application.

twobirds.com

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Bird & Bird is an international law firm, with a rare and invaluable grasp of strategic commercial issues. We combine exceptional legal expertise with deep industry knowledge and refreshingly creative thinking, to help clients achieve their commercial goals. Learn more about Bird & Bird at www.twobirds.com.