



GILSON GRAY

LAW • PROPERTY • FINANCE

Revenue and Cash
Management Director
Department: Finance
Location: Edinburgh
Contract type: Full-Time,
Permanent

About Gilson Gray

Gilson Gray's Finance team are part of Gilson Gray's continually growing organisation. Gilson Gray LLP are a comprehensive law firm, offering expert legal, property and financial services. We support clients throughout their entire lifetime.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, Forfar, North Berwick, Lincoln and London we focus on ensuring we provide the highest level of advice and on-going service to our clients. We are ambitious and have significantly grown the team over the course of the last year. We pride ourselves in looking after our clients personally and providing the upmost standard of service.

This role would be based in our Edinburgh office.

Our Team

We are looking to hire a highly driven Revenue and Cash Management Director to join one of our successful Finance Team in Edinburgh.

We are an enthusiastic team that support each other in order to achieve a great working environment. We value each other's expertise and opinion and pride ourselves in offering an inclusive, enjoyable and motivating place to work.

The Role

We are looking to further strengthen our current team with the appointment of an experienced candidate.

As a Revenue and Cash Management Director at Gilson Gray you'll be responsible for:

- Coordinating the debt collection process, liaising with external advisors as required
- Manage the credit control team on a day-to-day basis agreeing and ensuring delivery of team and individual objectives
- Conducting monthly WIP meetings with Heads of Department to ensure timely and accurate departmental invoicing
- Conduct weekly debtor meetings with Heads of Department to manage departmental debts
- Conducting monthly fee earner WIP, disbursement, debtor and client balance meetings
- Management of the 'lock up' in conjunction with revolving credit facility covenants
- Engaging with fee earners and partners to improve cash collections and reduce debtor days
- Working relationship with the Board/ Board members with regular attendance and reporting at Management Board
- Dealing with a large portfolio of clients and ensuring the credit control team and fee earners liaise with them daily predominantly via telephone regarding unpaid invoices.
- Providing regular management information to be used at various meetings
- Ensuring escalation process for challenging, doubtful debts and payment plans
- Proactively managing the invoicing process and ensure that any adjustments that fee earners have requested are incorporated and any client or matter specific requirements are met
- Ensuring the credit control processes are adhered to and reported on to Management Board
- Creating monthly invoices from draft to posting final invoices
- Dispatching invoices to clients via email or post



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- Issuing credit notes and assisting with refunds of overpayments
- Managing the write off irrecoverable WIP and disbursements
- Acknowledging, actioning and resolving queries from both external and internal clients promptly
- Ensuring compliance with SLCC and SAR rules
- Adhering to the teams agreed KPI's
- Assisting with daily review of the finance team central inbox, credit control inbox and acknowledging queries, resolving queries in a timely fashion, and escalating when necessary
- Ensuring all documentation is filed in the respective practice and case management systems
- Assisting in the project delivery of the new case management and practice management systems, nationwide

This list of duties is not exhaustive and offers scope for the successful candidate to continue to evolve and develop the function over time including senior tasks delegated from the Management Board. Attendance at Management Board meetings will be required.

Required Knowledge and Experience

- Strong academics, degree educated and/or professional accounting qualification
- Experience in professional services (preferred)
- Demonstrable experience in a Revenue Control role
- Working knowledge of a credit control function and billing cycles
- Good working knowledge of Solicitors Accounts Rules and Law Society rules or willingness to be trained in them
- Experience of using and implementing PMS
- Good knowledge of accounting and bookkeeping procedures
- Good MS Office Skills (Word, Excel and Outlook)

Our ideal candidate would also

- Be proactive
- Be able to communicate effectively at all levels, both verbally and in writing
- Have excellent organisational and time management skills
- Be able to manage teams
- Have good attention to detail, accuracy, and ability to spot numerical errors and inconsistencies
- Ability to prioritise workload effectively and work under pressure
- Have a low error rate
- Be flexible and able to adapt to changing requirement
- Be service orientated
- Be a Team player

Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 25 days holiday plus Bank Holidays, increasing after 4 years' service
- Birthday off
- 4 x Death in Service Benefit
- 5% employer contribution to your workplace pension
- Eye test vouchers
- Enhanced Maternity/ Paternity pay
- Company sick pay
- Wellbeing initiatives and access to an online Health Provider

This is an exciting time to join us. Think this is for you?



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Get in touch for a confidential chat about how you can become part of the team at recruitment@gilsongray.co.uk



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