

# TAMIL WELFARE ASSOCIATION (NEWHAM) UK

# 602 Romford road

Manor Park

E12 5AF

Tel: 02084780577

**Website:www.twan.org.uk email:twan@twan.org.uk**

**Job Title: Legal aid billing clerk**

To note: This is a part time role. We anticipate that the appointee will work for five hours once a month at the office. This is negotiable.

**Interview Dates:** To be confirmed

**Office location:** 602 Romford Road, Manor Park E12 5AF

**About TWAN:** The Tamil Welfare Association Newham UK ("TWAN") is a community based legal advice clinic, providing a range of services aimed at the growth and empowerment of Tamil speaking individuals in the United Kingdom.

TWAN has successfully completed 35 years of service to the Tamil community in the UK and continues to grow. Formed initially to assist asylum seekers and victims of war and torture, we continue serve this group as well as specialising in other immigration matters. We also provide advice across a range of social welfare areas.

TWAN is OISC accredited and holds the Legal Aid Agency's Specialist Quality Mark.

**Job Description:**

We require a part time legal aid billing clerk who will prepare the files and billing on a part time basis.

The successful candidate should have a minimum of 3 years' of experience.

Tasks will include:

* Processing LAA claims, uploading and submission of relevant documents from the system to CCMS in a timely and accurate manner;
* Reviewing cost limitations whilst submitting payments on account;
* Checking expert invoices against codified rates to ensure these are within LAA guidelines;
* Monitoring and chasing unpaid counsel fees;
* Appealing LAA bills assessed down and incorrect decisions where appropriate.

Requirements:

Applicants must have three years experience in legal aid casework billing. Knowledge of asylum and immigration law and awareness of the workings of the justice system will be an advantage as well as being able to potentially help with project work at TWAN.

**Salary:** Can be negotiable dependent on experience and ability.

**To apply, please send your CV and a covering letter to:** **Twan@twan.org.uk**

**Phone:** 02084780577

**Closing date:** Recruiting on rolling basis