

THÔNG BÁO TUYỂN DỤNG

Nội dung	
Đơn vị tuyển dụng	<ul style="list-style-type: none">▪ Baker McKenzie
Vị trí tuyển dụng	<ul style="list-style-type: none">▪ Billing Administrator
Yêu cầu của vị trí	<ul style="list-style-type: none">▪ Xem nội dung đính kèm
Yêu cầu của hồ sơ	<ul style="list-style-type: none">▪ Tiếp nhận CV: Email: dungdnl@ftu.edu.vn Subject: Baker McKenzie – CV – Tên ứng viên▪ Ngôn ngữ: Tiếng Anh▪ Định dạng file CV: PDF▪ Hạn nộp: 30/05/2022

Billing Administrator

About the role

Position Title	Billing Administrator
Business Services Function	Finance - Billing
Position Type	Full time, Permanent
Location	Hanoi City
Role purpose	<p>Responsible for editing, drafting and finalizing the Firm's client invoices in accordance with the Firm's standard billing process and client's requirements;</p> <p>Work closely with Timekeepers / Partners / Billing Supervisor and Professional Business Services in handling and resolving billing issues.</p>
Main responsibilities	<ul style="list-style-type: none">▪ Prepare invoices based on clients' and Partners' billing instructions and in accordance with the Firm's policy;▪ Ensure timely and accurate invoices are issued each month;▪ Communicate and follow up with Timekeepers / Partners on billing matters;▪ Verify accuracy of billing data;▪ Maintain billing database;▪ Work closely with the Billing Supervisor;▪ Coordinate and work closely with Collection Team in resolving client's queries on issued invoices;▪ Handle ad-hoc/urgent billing requests as assigned.
Travel requirements	Minimal to no travel required.

About the team

Function	The Firm's Finance - Billing function works closely with our Partners and fee-earners to deliver comprehensive, high quality and high value services to our clients. It is geared towards improving operational and financial performance, and constantly rethinking the services we offer, as well as developing new innovative solutions and platforms.
You will report to	Billing Supervisor
Your direct reports, if any	None
Key relationships	<ul style="list-style-type: none">▪ Regional and local billing team;

- Partners and Timekeepers.

About the candidate

Technical skills, qualifications and experience

- Bachelor's degree in accounting and finance or relevant fields;
- Good written and spoken English, equivalent to or higher than 6.5 IELTS;
- Good analytical mind and able to work independently as well as a team player;
- Mature and be able to work through masses of documents and to prepare bills for legal services rendered;
- Be able to work under pressure and handle multiple tasks with deadlines;
- Attention to detail and high sense of responsibility;
- Willingness to work overtime;
- Good computer skills (Outlook, MS Word, Excel, PowerPoint, Skype for business or similar).

Personal qualities

These personal qualities represent the shared characteristics of high performers across Baker McKenzie, regardless of job level and location.

Know how, e.g.,

- Keeps across key developments in all relevant areas and demonstrates the ability to develop substantive authority in relation to the Firm's specialist fields
- Demonstrates the ability to identify the real issue, and to anticipate requirements and potential consequences; distils a range of possibilities by thinking in a considered, prudent manner
- Able to move through a variety of tasks requiring different approaches, knowledge, and expertise, with agility of mind and capacity for analysis and synthesis

Dedication, e.g.,

- Driven by a strong personal sense of integrity and upholds exemplary quality standards
- Prepares thoroughly, takes responsibility, uses initiative and is self-reliant to ensure work progresses to the fullest extent possible
- Hardworking and diligent with a keen understanding of client demands
- Demonstrates composure when dealing with difficult situations

Personal Impact, e.g.,

- Creates a positive impression at all times; develops relationships through collaboration and reciprocity
- Negotiates to achieve outcomes that are mutually satisfactory; shows good judgement on when to stand strong and when to compromise
- Invests in, nurtures and builds a network of productive relationships

Humanity

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- Respectful to others, regardless of their position, and earns the respect of others by being transparent
- Has care and concern for others and a genuine interest in others as people
- Treats delicate or confidential issues with grace and discretion.

About Baker McKenzie

Baker McKenzie helps clients overcome the challenges of competing in the global economy. We solve complex legal problems across borders and practice areas. Our unique culture, developed over 65 years, enables our people to understand local markets and navigate multiple jurisdictions, working together as trusted colleagues and friends to instill confidence in our clients. This is an exciting time to join us as we invest in and further develop our Professional & Business Services organisation, leading to rewarding and challenging career opportunities in all of our world-class business functions.

We are committed to promoting diversity and inclusion for all. Our unique international culture is reflected in the drawing together of a worldwide family of individuals from diverse cultures and backgrounds in all of our offices. We encourage the best people -- regardless of race, religion or belief if any, gender identity, disability, sexual orientation or age -- to fulfil their professional aspirations with us.