

# Revenue Assistant

**PeopleSoft Job Code / Title:** 5661 / Revenue Assistant  
**Department / Subdepartment:** Office Accounting  
**Organizational Relationship:** Reports to the Senior Revenue Coordinator  
**FLSA Status:** Non-Exempt  
**UCM Level:** 001  
**Last Updated:** July 10, 2025

## Role Overview

The Revenue Assistant is responsible for supporting the Revenue Advisor and Revenue Coordinators in all aspects of the billing process. They handle timely conversions of proformas into accurate invoices, manage the shared mailbox ensuring queries are answered in a timely manner, and provide data and financial reports.

## Essential Duties and Key Responsibilities

*"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.*

1. Finalize invoices in line with internal and external regulation and legislation including Value-Added Tax (VAT), Criminal Finances Act Solicitor's Accounts Rules, and Money Laundering regulations
2. Process of Work-in-Progress (WIP) and Accounts Receivable (AR) write-offs as appropriate
3. Apply Billed On Account balances as requested
4. Support Manager, Revenue Operations Advisor, Revenue Operations Coordinators, and E-billing Coordinators with ad hoc requests
5. Process time/costs transfers and narrative edits to timecards as required
6. Liaise with Revenue Operations Coordinators to ensure all invoices are generated and queries are responded to in a timely manner
7. Manage shared mailbox to ensure that all queries and requests are addressed in a punctual manner
8. Assist with data input into financial systems
9. Assist with accurate production of internal reporting
10. Respond to internal and external queries as appropriate
11. Monitor invoice delivery to ensure all invoices are delivered to the client without delay
12. Promote effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Ability to communicate confidently and effectively at all levels within an organization
- Ability to manage own workload and prioritize in order to meet deadlines
- Ability to work under pressure
- Good organizational skills
- Strong numerical skills

- Ability to learn quickly
- Ability to work professionally and efficiently.
- Ability to learn new skills
- Attention to detail
- Strong technology skills including intermediate knowledge of Word, Excel and Outlook

## Position Specifications

### *Typical Experience*

- Prior work experience in a professional services environment preferred
- Experienced in using financial systems preferred

### *Education*

- High school diploma, A-Level graduate, or equivalent required

## Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.