



THREE CROWNS LLP

ROLE PROFILE: SENIOR REVENUE CONTROLLER – FIXED-TERM CONTRACT

LOCATION: LONDON

Three Crowns overview

Three Crowns LLP is a law firm that was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign States. The firm has grown significantly in each of its offices – London, Madrid, Paris, Singapore and Washington DC – and now comprises over 150 people, including 18 partners. Across jurisdictions, it is regarded as a market leader.

The role

Reporting to the Financial and Commercial Controller and Director of Finance, the Senior Revenue Controller will be responsible for the smooth day-to-day billing across all five of our offices. This role is on a fixed-term contract until October 2025.

Key tasks/responsibilities will include but are not limited to:

- Co-ordinating with the PA/LA's for preparation of bills in Aderant and providing training where needed.
- Finalising bills in Aderant, ensuring bills are compliant with SAR, VAT, WHT rules.
- Preparing LEDES files and managing e-bill submissions.
- Managing billing inbox and handling day to day billing related queries/reporting.
- Holding regular meetings with Partners and the Director of Finance to review working capital.
- Regularly reviewing Aged Debt and providing credit control support.
- Regularly reviewing WIP, including AFAs.
- System/matter set up including maintaining timekeepers and rates in the system.
- Monthly and ad-hoc performance reporting.
- Opportunity to get involved in wider team projects.

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Skills and knowledge

The Revenue Controller will possess:

- Experience of working in an international and multi-currency environment.
- Previous experience of Aderant preferred, but not essential.
- Reliable, adaptable and flexible attitude, ensuring that deadlines are met.
- Organised and methodical approach to tasks, with exceptional attention to detail.
- Excellent interpersonal skills with the ability to communicate clearly, orally and in writing with all levels of the organisation.
- Collaborative team player with the ability to work co-operatively and flexibly with a varied team of people.
- Sound judgment and logical decision making with a hands-on approach.
- Strong Excel skills and a good understanding of accounting software principles.