

JOB DESCRIPTION – ACCOUNTS ASSISTANT

Reports to:

Finance Manager

Role:

- To carry out day to day financial processes
- To assist the accounts team and finance manager in ensuring all financial and accounting processes within the firm run smoothly and efficiently

Key Activities & Responsibilities:

Financial processes

- Entering and reconciling financial transactions including daily and month end procedures.
- Supporting billing and credit control, both private and Legal Aid.
- Processing property completions when needed
- Carrying out other administrative tasks to support the efficient running of the accounts department.

Compliance

- Act in accordance with the proper professional standards and regulations of the Solicitors Regulation Authority, and all other relevant bodies
- To follow all policies and procedures contained within the Office Manual
- To identify and report any risks to the COLP, COFA or Money Laundering Reporting Officer where necessary

People Management & Teamwork

- Work as a team player with accounts team and all other staff
- To assist and work appropriately and considerately with other fee earners and support staff
- To attend and participate in any meetings of the department or the firm when required

Competence & Development

- Maintain knowledge and skills in legal accounts and finance keeping up to date with relevant rules
- Ensure continuing competence through identifying and addressing any learning needs
- Maintain a good knowledge and understanding of IT systems with a proactive approach to the introduction of new systems

The duties and responsibilities in this job description are not exhaustive and are subject to change in accordance with the needs of the firm.