

Job Description

NAME: //

JOB TITLE: Legal Accounts Assistant

DIVISION: Accounts

OFFICE: Kidderminster

RESPONSIBLE TO: Financial Operations Manager

PURPOSE OF ROLE

A member of the firm's Accounts Team who is responsible for the provision of a high quality financial service to the firm and its Clients. This role will be assisting with a range of transactional tasks across both our client and office functionalities. The role requires a high level of attention to detail and ability to effectively manage various tasks and priorities. The role holder is expected to maintain the confidentiality of financial and other information gained when undertaking the role requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To fulfil legal accountancy needs.
2. To scrutinize and check all transactions.
3. To complete general financial, legal and clerical administration, including:
 - To monitor our online bank accounts for the allocation of all incoming electronic payments
 - Dealing with CHAPS and BACS payments through our online bank system
 - Allocation of direct debits and standing orders
 - Daily banking of all incoming cheque and cash payments
 - Processing client cheque payments
 - Checking and posting of firm's client bills
 - Checking completion statements
 - Internal ledger transfers
 - Taking card payments
 - Processing employee expense claims
 - Reconciling office petty cash transactions
 - Assisting with internal reporting
 - Other ad-hoc requests

PRINCIPLE CONTACTS

- Regularly with the team manager, along with the Finance Director and Finance Manager.
- Also, across the business with Partners, Divisional Heads, Fee Earners, Secretaries and support staff;
- Suppliers, Clients as required for card payments;
- External auditors;

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PERSON SPECIFICATION

Skills, Knowledge, Experience and Attitudes

- A proficient level of literacy and numeracy.
- A high level of attention to detail.
- Enthusiastic, committed and a fast learner able to cope with the demands of a busy environment.
- Solid organisational skills and the ability to prioritise a varied workload.
- IT literate with experience of Microsoft Office applications such as Outlook, Excel and Word.
- Ability to interact effectively with others, both face to face and over the telephone, in a professional manner.
- Adopting a proactive positive can do attitude.
- Highly motivated and willing to learn.

Ability to:

- Work well under pressure.
- Plan ahead in order to establish an efficient and appropriate course of action, prioritising and taking into account all relevant issues/factors such as deadlines and resources, to deliver work on time.
- Attention to detail whilst maintaining an overview of the purpose and direction of work.
- Use initiative, working creatively with the ability to solve problems.
- Take timely, well considered decisions that have implications within your area of responsibility and make suggestions for improvement.

SUMMARY

The details outlined in this job description reflect the content of the post at the date the job description was prepared. It is inevitable that over time the nature of a defined job role will change, existing duties may be lost and other duties gained without changing the general character of the work or level of responsibility entailed. It is intended that this job description will be revised from time to time in discussion with the post holder.

In addition, you may be expected to perform other duties commensurate with this position or as required to assist the business needs. Any additional tasks will be kept within your abilities and skills range, and training will be provided if necessary. Such agreement should not be unreasonably withheld.