

## **JOB DESCRIPTION**

### **Title: ACCOUNTS ASSISTANT – London Bridge Office**

#### **A. Role:**

To provide administrative support to the Accounts Manager on a full or part time basis.

#### **B1. Duties and Responsibilities: Accounts**

You will be supporting the Accounts Manager to deal with the day to day accounts matters. We use a computerised finance system called SOS. Training will be given on using this and all other systems so previous experience is not essential. You will be given accounts work gradually and fully trained on each area of work before moving onto the next level once you are confident and able. Tasks initially allocated to you will include those listed below:

- Maintaining the purchase ledger system – receiving supplier's invoices, checking and entering onto our system then paying suppliers as required.
- Paying costs draftsmen fees each month.
- Paying all client related disbursements and posting to SOS.
- Processing staff expenses
- Petty cash – receiving requests for money and ensuring entered onto SOS, balancing each month within SOS.
- Submitting interim cost/disbursement claims to the Legal Aid Agency
- Weekly reconciliations of the firm's bank accounts and formal reconciliations at month end
- Monthly reconciliations of the partners credit cards
- Dealing with basic accounts queries from staff, suppliers and others.
- Writing cheques and getting them signed and sent out each day.
- Paying in cheques, filling in the paying in book and taking to the bank.
- Investigating and clearing residual balances.
- Checking office/client account throughout the day and ensuring payments received are allocated to correct matters and informing Fee Earners.
- Helping the Accounts Manager with ad-hoc accounts tasks as required.
- Providing billing support to the fee-earners

#### **B2. Duties and Responsibilities: Admin**

- Setting up new users' computers, supporting users when they have minor issues with their PC's, e.g. replacing mice, screens and keyboards when necessary.
- Liaising with our external IT suppliers
- Generally helping the Office Manager with tasks around the office as required.

#### **General:**

- Attending meetings.
- Providing cover to colleagues as necessary.
- Compliance with the firm's equal opportunities policy.

**C. Standard of Performance:**

- You are expected to learn the firm's procedures and perform them competently and reliably.
- You are expected to develop expertise in using the firm's systems, CCMS & Microsoft excel.
- You are expected to assist with the administrative tasks of the firm so as to ensure that the firm runs smoothly and that a service of a high standard is provided to clients and all with whom the firm has contact.
- You are expected to understand and follow the solicitor's accounts rules when processing any client related transaction.

**D. To Whom Responsible:**

You are responsible to the Accounts Manager and act under the direction of all the partners.

**Outline Terms and Conditions of Employment**

Hours of work: 9.30am to 5.30pm, Monday-Friday, with an unpaid lunch break of one hour.