**JOB DESCRIPTION**

**Title: ACCOUNTS ASSISTANT - FTC 12 MONTHS – LONDON OFFICE**

**A. Role:**

To provide administrative support to the Finance Partner on a full-time basis.

**B1. Duties and Responsibilities:** Accounts

You will be supporting the Finance Partner and Assistant Management Accountant with the day-to-day accounts matters. We use a computerised Practice Management software 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:

* Submitting interim cost/disbursement claims to the Legal Aid Agency - This will be your main priority
* 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
* Weekly reconciliations of the firm’s bank accounts
* Weekly reconciliations of the firms PBA account
* Topping up and reconciling the firms cash cards
* Monthly reconciliations of the partners credit cards
* 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 Assistant Management Accountant with ad-hoc accounts tasks as required

**B2. Duties and Responsibilities:** Admin / IT

* 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 with tasks as required
* Archiving matters on SOS

**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 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

**D. To Whom Responsible:**

You are responsible to the Finance Partner 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.