



THACKRAY WILLIAMS JOB DESCRIPTION

Job Title: Accounts Assistant
Department: Accounts
Responsible to: Head of Finance
Hours: Full Time
Location: Bromley

The main responsibilities include but are not limited to:

- Covering the Billing role 1-2 days a week, and pm after 2:30 each day.
- Daily processing of CHAPS & Faster Payments from client & office bank accounts and into accounting system.
- Learn how to cover Purchase Ledger role & assist with payment runs.
- Work towards covering the bank reconciliation role 1-2 days per week & swiftly allocating client money correctly & accurately onto our system.
- Assist with reconciling the firms company credit cards by collating receipts for each statement & posting onto the system.
- Assisting with writing off WIP (Work in Progress) & closing files as requested.
- Saving down the monthly bank statements for all bank accounts.
- Helping the team with any queries that arise in the shared team inbox – such as client-to-client transfers / billing queries etc.
- Taking client credit card payments over the phone.
- Help with lunch cover and keeping an eye on payments & monies in.
- Covering firms' expenses and reimbursing same day / next day.
- Helping the team to post the regular daily DDs such as Land Registry / Infotrack.
- Assist the Lead Credit Controller with support once a week / fortnight.
- Helping with general ad hoc requests as and when required.

Other responsibilities include

- Assist with cover for other team members for holiday, sickness absence etc
- General assistance to the Head of Finance.

Required qualifications, accounting knowledge and experience

- AAT Level 4 qualified (as a minimum).
- Minimum 5 years Accounts experience, preferably within a law firm or similar professional environment



- Knowledge of Solicitor's Accountancy Rules (preferred);
- Experience of computerised accounts software;
- Highly Numerate;
- Excellent communication and interpersonal skills

Personal attributes required in line with the firm's core competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of:

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies for this role are aligned to those expected of Management Support in the core competency framework.

Normal working hours are 9am to 5.30pm. Staff will be expected to be flexible and to arrive earlier and stay later when the job or business requires. There may be an opportunity to work alternative hours upon request, dependant upon this meeting with the business needs.