



Legal Accounts Assistant Job Description

Job Title:	Accounts Assistant
Department:	Accounts
Responsible to:	Financial Controller
Hours:	Full Time
Location:	Bromley

The Role

The firm is seeking a full time Accounts Assistant to join our busy Accounts Team, based in our Head office in Bromley.

Required Accounting knowledge and experience

Experience within a law firm or similar professional environment preferred; knowledge of Solicitor's Accountancy Rules preferred; numerate; experience of computerised accounts software; keyboard skills; excellent communication and interpersonal skills; articulate.

The main duties include but are not limited to:

- Daily processing of CHAPS & Faster Payments from client & office bank accounts and into accounting system
- Credit/Debit Card Payments – taking card payments from clients over the phone and processing them
- Assisting with posting various DDs into the system such as Land registry & Worldpay
- Work with the team with clearing down lockups such as WIP / chasing unbilled disbursements and unpaid bills
- Client to Client Transfers and other ledger postings as and when required
- Assist with cover for other team members for holiday / sickness absence etc
- General assistance to the Financial Controller



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.