

LEGAL ACCOUNTS ASSISTANT - PART TIME

JOIN OUR FAMILY



Profile

If you're hard-working, out-going and a good team player, we'd love to hear from you.

Key knowledge areas

Essential:

- High academics in Maths and English
- Ability to work within a pressurised environment and keep to tight deadlines.
- Confidence and ability to communicate at senior levels and to liaise with all parties, internal and external
- Accuracy and attention to detail

Desirable:

- Previous experience within an Accounts department
- Experience within a law firm
- Familiar with reporting and investigating queries
- Working knowledge of VAT

Advantageous experience:

- Understanding of the SRA Accounts Rules
- Legal Accounts Software ("Elite 3E" would be a particular advantage)
- Microsoft Applications (Word, Excel, Powerpoint, Outlook, Access)
- Experience in dealing with bank account transactions
- Knowledge of online banking systems

Role and Responsibilities:

- Processing of purchase ledger invoices on to the accounting system Elite 3E
- Review of supplier statements and liaising with external suppliers relating to discrepancies
- Preparation and processing of weekly payment runs
- Supporting with the annual audit
- Authorisation of client and office account payments

Team

Accounts Department

Reporting to

Joy Vollans (role reporting to Victoria Page)

Location

Milton Keynes

Benefits

- 20 days holiday
- BUPA Private Health (after 6 months completed service)
- Employee Assistance Programme
- Income Protection Scheme
- Death in Service Benefits

Equal Opportunities

The firm is an Equal Opportunities Employer and is committed to the implementation and maintenance of employment and recruitment practices which will ensure that no potential or current employee or trainee, is treated less favourably on the grounds of age, disability, gender, marital status, race, nationality, colour or any other aspects unrelated to their current and potential skills, aptitudes and abilities.

Key Skills:

Candidates from all accounts related backgrounds will be considered for this role irrespective of level of experience.

- Ability to draft simple correspondence unsupervised
- Attention to detail and accuracy with numerical data
- Excellent interpersonal skills with the ability to develop a good rapport with all internal and external clients
- Team player able to fit into a friendly but busy unit
- Excellent organisational ability with a friendly but professional attitude
- Ability to work to tight deadlines particularly at month end and financial year end
- Confidently produce accounts related documents (i.e. cheques etc) and related information
- Ability to respect confidentiality of work carried out.