

Job Description

| | |
|----------------------|-------------------------------------|
| Job Title: | Accounts Assistant |
| Team: | Accounts |
| Reporting to: | Accounts Manager / Finance Director |

Laceys is a well-established, trusted and forward-thinking local law firm operating from 2 Bournemouth based offices across a broad spectrum of practice areas.

We're recognised in the Legal 500, demonstrating our strength and depth of legal advice across a range of services, for both individuals and businesses.

The Role:

Assisting in the effective operation of our small but busy accounts department, providing a first class service to the firm. This is a varied role with a focus on delivering timely and accurate transactional work and maintaining a positive relationship between the firm and its clients. It's a high volume, deadline driven area subject to regulatory rules, so you'll need to be able to work well as part of a team.

Duties include:

- Maintaining the accounting records of all departments of the firm in compliance with the Solicitors Account Rules
- Responsible for:
 - identification, allocation and processing of a high volume of receipts and payments which come into the firms bank accounts;
 - all related on-line banking receipt and payment processing activities;
 - daily reconciliations of those bank accounts by effective use of our practice management accounting software (Tikit Partner for Windows);
 - accurately recording all transactions on the accounting systems
- Contributing to other tasks within the accounts department which may include:
 - purchase ledger;
 - expense ledger;
 - on-line posting of sales invoices
 - processing of receipts and matching with invoices
 - payroll;
 - month-end accounts production and
 - client account reconciliations.
- Acting as a first point of contact regarding payments on account, dealing effectively and efficiently with daily enquiries
- Regular proactive communication with fee earners, in a timely manner, regarding payment and receipt status
- Assist in ensuring that the firm's accounts comply with the Solicitors Accounts Rules, our Office

LACEYS SOLICITORS

Manual, Lexcel quality mark requirements and any other appropriate rules and legislation.

- Using judgement to escalate any issues appropriately to the Finance Director
- Maintaining good relationships with third parties as relevant to the role
- Assisting in training of new colleagues as appropriate, including any new starters to the firm in accounting processes that apply to their role
- To provide all necessary information to the firm's FD and Accountants in connection with their preparation of the annual accounts
- A flexible approach, undertaking such other duties commensurate with the role to assist in the day to running of the department. General administration assistance when required. Overall cover for the accounts team for holidays / absence etc.

The Person

Qualifications:

- GCSE (or equivalent) Maths and English is a minimum. A Level Maths or a higher level qualification in Maths or related finance subject is an advantage
- An accounting qualification such as AAT is an advantage, as is membership of CIMA

Knowledge:

- Experience as a Legal Cashier would be an advantage
- A high degree of IT literacy, including a good familiarity with MS Office, particularly Word and Excel
- Excellent working knowledge of using electronic accounting systems / software, with experience of using Tikit (Partner for Windows) a distinct advantage
- An understanding of the principles of the Solicitors Accounts Rules and Money Laundering Regulations

Skills:

- Flexible and motivated. We value enthusiasm and commitment as well as ability and experience
- Consistent attention to detail
- Highly numerate
- Effective time management and ability to work to deadlines
- Resilient and highly organised in a busy working environment – an ability to prioritise
- Ability to work independently on your own initiative, with minimum supervision
- A strong team player who supports colleagues and the work of the team
- Excellent interpersonal and communication skills at all levels
- Adaptable and able to learn new systems and processes
- Ability to assimilate information quickly and accurately
- Professional integrity

LACEYS SOLICITORS

Experience:

- Previous experience and / or a keen interest in working in an accounts department in a firm of solicitors
- Experience in dealing with a high volume of financial transactions including large transactions

