

JOB DESCRIPTION

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| Name | # |
| Role | Accounts Assistant (Legal) |
| Reports to | Accounts Team Leader/Financial Controller |
| Responsible for | N/A |
| Primary Purpose | To assist in the firms day to day Accounts Department function |

Primary Responsibilities

1. Maintaining office and client ledgers
2. Processing transactions, including money received by the firm and payments out, by various financial mechanisms, including bank transfer.
3. Processing of completions statements and associated completions.
4. Assist with monitoring and reconciling of the firms bank accounts, including the download of statements
5. Process firm wide bills for services rendered
6. Dealing with accounts queries and correcting ledgers
7. Dealing with residual balances
8. Assist with month end and year end duties
9. Liaising with staff, clients and bank authorities when necessary
10. Answering the telephone and dealing with queries thereon
11. Ensure filing and electronic records are kept up to date
12. Assist with collating data for annual audits and inspections
13. Carrying out such other Accounts Department duties as are required to be discharged from time to time.
14. Be aware of the duties performed by other Accounts Team members to enable adequate cover to be provided at all times of holiday/absence
15. Be willing to assist generally within the Accounts Team to ensure cover is provided and a harmonious working relationship is maintained within the team.

Compliance:

- To comply at all times with relevant Professional Obligations so far as they relate to your role as an Accounts Assistant including those laid down from time to time by:
 1. The Solicitors Regulation Authority
 2. The Financial Conduct Authority

- To comply at all times with the Solicitors' Accounts Rules and if aware that your actions or those of others may have breached these Rules to notify the COFA to this effect without delay.
 - To be aware of your obligations under the Solicitors Regulation Authority Codes of Conduct to seek to comply with those obligations and if aware that your actions or those of others may have breached the Codes to notify the COLP to this effect without delay.
 - To comply with the Firm's Money Laundering Policy/Data Protection Policy so far as they relate to your role as an Accounts Assistant.
 - Ensure compliance with the Firm's Quality Policy
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Consults with/
is consulted by

Accounts Team, Finance Partner, Managing Partner, Business Leaders, Fee Earners and their support staff.