

Redkite Solicitors Services Ltd

Role profile

This would be an excellent opportunity for the appropriate candidate to experience a wide range of financial processing tasks and have an initial insight into a solicitors practice and the solicitor accounting rules.

Job title: Finance Assistant
Department: Finance
Hours: The role will be full time at 35 hours per week
Contract: The role is offered on a permanent basis
Location: Carmarthen with the flexibility to work from home

ROLE PURPOSE

To assist with the smooth running of the finance department.

SUCCESS MEASURES

As set out in the current balanced scorecard documentation and your performance objectives. To include but not limited to;

- Meeting productivity deadlines as assigned.
- Accuracy of work performed.
- Gaining technical competency skills and knowledge of the Solicitors Accounting Rules.

MAIN DUTIES AND RESPONSIBILITIES

Service Delivery

General financial administration and housekeeping.

Provide assistance with a variety of finance team tasks including but not limited to;

- Client invoicing
- Financial postings to the accounting software
- Processing cheques
- Posting supplier invoices
- Processing of daily receipts, payments and transfers between accounts
- Taking card payments from clients on the phone
- Bank reconciliations
- Processing expenses

Supporting the credit control process as required.

General admin assistance and tasks as and when required

Responding to routine enquiries from staff, customers and suppliers and investigate as required.

Assist with the processing of client invoices and payment processing.

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the job.

Financial
To help with the daily receipt and banking of money.
To handle money in accordance with accounts procedures.
To be aware of the firm's financial objectives and targets and to support the firm in achieving these.
Client Focus
Responding to routine enquiries from clients and suppliers and investigate as required.
Taking card payments from clients on the phone.
People Skills
To establish and maintain effective working relationships with colleagues, supervisors, partners and the general public.
To take responsibility for your own performance appraisal and development plan.
Compliance and Risk
To comply with all office systems and procedures as stated in the Office Manual.
To maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
To ensure the confidentiality of all the firm's and client documentation and information.
To handle money in accordance with accounts procedures.
To comply with the SRA Accounts Rules.
Leadership and Values
To demonstrate the Firms values in dealings with clients and colleagues alike.
Business Growth
To raise the firms profile by participating within the communities in which you live and work.

REQUIRED SKILLS and EXPERIENCE
Previous experience in a finance role.
Good IT skills in particular Excel and Outlook.
Highly numerate and quick to learn.
A clear focus on high quality.
Ability to prioritise workloads and work within deadlines.
Ability to work under pressure.
Professionalism and courtesy with clients and colleagues.
Strong communication skills; both verbal and written.
Team work.
Self-management, problem solving and initiative.
To behave according to the values of the Firm.
Previous legal finance experience, knowledge of the Solicitors' Accounts Rules and SOS software an advantage though not essential as training will be given.

You may be requested to undertake other reasonable duties as they arise.