**ACCOUNTS ASSISTANT**

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| **Job Title** | Accounts Assistant  |
| **Salary Scale**  | Dependent on experience |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Reports To** | Cashroom Supervisor  |
| **Job Purpose** | To provide an efficient, effective and timely Finance service within a dedicated Cashroom team, ensuring compliance with the firm’s procedures and the Law Society of Scotland Accounts Rules |
| **Management Responsibility for** | None  |

**Main Duties and Responsibilities**

1. **Client Transactions**
* Review and process all client fund transactions on a daily basis, in line with the firm’s stated procedures.
* Using the firm’s online banking systems, accurately process client and firm payment transactions, adhering to the firms stated anti-fraud procedures.
* Manage client funds held on designated accounts; opening and closing accounts as required using the online banking systems, and ensuring the correct authorisations are in place at all times for lodgements and upliftments to these accounts.
* Process interest to clients designated bank accounts.
* Process inter client transfer transactions, ensuring all such transfers comply with the Law Society of Scotland Accounts Rules.
* Prepare daily banking, ensuring this is lodged with the bank within the required timescales.
1. **Reconciliations / Compliance**
* Perform daily, weekly and monthly bank reconciliations as required on all client and firm bank accounts ensuring that all unreconciled items are resolved timeously.
* Perform quarterly reconciliations of all client designated bank accounts, ensuring all unreconciled items are resolved timeously.
* Review client funds balances held and drive forward any required actions to ensure compliance with the Law Society of Scotland residual balance rules.
* Run the day close daily balancing reports ensuring any discrepancies are identified and resolved rapidly.
* Ensure compliance with the Law Society of Scotland Accounts Rules at all times.
1. **Purchase Ledger / Firm Accounting**
* Operate the firm’s purchase ledger, to include accurately processing firm and client disbursement invoices to the system, running weekly bulk payment runs, one off supplier payments online or by cheque etc.
* Process expense claim submissions accurately and timeously, and ensuring that all claims comply with the firm’s expenses policy at all times.
* Ensure a strong financial control environment exists in the area of credit card payments, including performing a monthly reconciliation of all expenditure processed to the firm’s credit cards.
* Ensure all firm payments made by direct debit are in line with authorisations supplied to the Cashroom team, and that these are processed timeously to the firm’s practice management system.
* Reconcile all supplier statements received on a monthly basis.
* Responsibility for firm petty cash, including timely reconciliation in line with the firm’s procedures.
* Maintain the Nominal Ledgers by posting of cash and bank transactions, and by processing appropriate Journals.
1. **Billing / Credit control**
* Preparation of fee notes to be sent to clients as required.
* Where required, preparing letters to send fee notes out to clients.
* Regular meetings with fee earners to discuss billing requirements.
* Processing WIP and client disbursements write offs.
* Responsibility for ensuring all fee notes issued across the firm are stored electronically in the Finance central storage system.
* Working with the Cashroom Supervisor, ensure that all outstanding fees are pursued for payment with a view to ensuring timeous collection.

This will include :-

* Identifying outstanding fees which can be recovered from funds held, and ensuring that these are processed timeously.
* Reviewing on a daily basis funds received to pay fees and ensuring the correct client/fee note is identified and the sums received are allocated accurately to the firms records.
* Preparing required recovery transfers/credit entries and ensuring they are appropriately authorised.
* Processing of fee recoveries to the firm’s accounts/practice management system.
* Preparing outstanding fees correspondence and statements and sending out to clients.
* Chasing overdue accounts via telephone, letter and e-mail.
* Work with partners and fee earners with a view to ensuring timeous recovery of outstanding fees.
* Ensuring that any queries identified are dealt with in a timely manner and any fee credits/cancellations are raised and issued as required, after discussion and approval from the relevant fee earner/partner.
1. **Murray Asset Management UK Ltd**

Provide an efficient and timely finance service to Murray Asset Management UK Limited which will include the following:

* Processing payments instructed by electronic payment using the online banking system, cheque or by inter account transfer.
* Review and process daily, all incoming funds to the company’s client and firm bank accounts.
* Reconciliation of all client and firm bank accounts as required.
* Preparing the daily banking and ensuring this is lodged with the bank within the required timescales.
* Providing a full purchase ledger service from invoice receipt through to payment.
* Payment of authorised expenses submitted.
* Processing all transactions to the company’s accounting system on a timely basis.
1. **Other**
* Responsibility for collating tax payment information by client, at the required level of detail, from the tax group and thereon ensuring client funds which require to be moved between matter ledgers by way of transfers in order to effect payment are processed in a timely and efficient manner.
* To assist the Residential Property team with the preparation of cash statements to be sent to clients.
* Ensure all queries and tasks allocated are completed within the required timescales.
* Ensure all queries raised by fee earners / secretaries are responded to and resolved in a timely and proactive manner at all times.
* Provision of training as required within both the finance team and the firm as a whole.

This list is not exhaustive and is designed to give an overview of the post.

**Essential skills, knowledge and experience:**

* Previous experience in a legal finance environment is strongly preferred;
* Alternatively, at least 2 years’ experience working in a busy, demanding finance environment, and/or educated to a degree level in a relevant subject;
* Strong focus on excellent customer service, with a willingness to take responsibility for timely completion of work and resolution of any issues;
* A flexible, proactive, positive, “can do” attitude. A self-starter;
* Excellent communication skills, both written and verbal;
* Accustomed to relationship building and liaison with all levels of staff;
* Strong attention to detail;
* Excellent IT skills using MS Word, Excel, Outlook, and Teams.

If you wish to apply for this role, please send your CV and covering letter, together with your salary expectations via e-mail to recruitment@murraybeith.co.uk