



FINANCE ASSISTANT

The Role

Murray Beith Murray is one of Scotland's leading private client law firms. For over 170 years we have specialised in meeting the legal, financial and administrative needs of individuals and families, trusts, charities and private companies.

We now have a vacancy for a Finance Assistant to work within our busy team and provide an efficient, effective service to the business.

Working as a team member you will be involved in a wide range of tasks; client transactions, reconciliations/compliance, billing/credit control to name but a few. You will be part of the wider team responsible for ensuring compliance with the Firms policy and procedures and the Accounts Rules.

This role is full-time (35 hours per week, Monday – Friday)

The Candidate

We are looking for someone who is enthusiastic and educated to degree level in a relevant subject or with relevant work experience. You must have strong communication skills, a flexible and pro-active attitude, and excellent IT skills.

Our role may appeal to a recent graduate, and the Firm actively supports continuous professional development.

If you feel you have what it takes to be part of our team, then we would love to hear from you.

Please send your CV and covering letter, to include your salary expectations, via e-mail to recruitment@murraybeith.co.uk or by post to: HR Generalist, Murray Beith Murray, 3 Glenfinlas Street, Edinburgh, EH3 6AQ

Job Description

Key responsibilities will include:-

- **Client Transactions**
 - Process timeously, domestic and international client payments and receipts
 - Operate the firm's online banking systems for client fund transactions, including opening and closing sub accounts
- **Reconciliations / Compliance**
 - Perform daily, weekly and monthly bank reconciliations
 - Review anti-money laundering paperwork provided on clients to ensure it complies with the firm's standards
- **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
- **Billing / Credit Control**
 - Prepare fee notes as required
 - Allocate and process on a daily basis, sums received in payment of the firm's outstanding fees
- **Client / Matter Management, Personnel Management, Time recording**
 - Create clients and matters on the firm's practice management system as requested ensuring all required fields are completed prior to conclusion
 - Set up new personnel on the Elite system
 - Ensure that all time recording is processed timeously and issue reporting on this.
- **Murray Asset Management UK Ltd**
 - Provide an efficient and timely finance service to Murray Asset Management UK Limited
 - Processing payments instructed by electronic payment using online banking system, cheque or by inter account transfer
 - Reconciliation of all client and firm bank accounts as required
 - Providing a full purchase ledger service from invoice receipt through to payment.

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

Essential skills, knowledge and experience:

- Strong focus on excellent customer service, with a willingness to take responsibility
- Good communication skills - ability to build relationships with staff at all levels
- Excellent IT Skills using MS Word, Excel and Outlook
- Accurate data entry with a strong attention to detail
- A flexible and proactive 'can do' attitude
- Educated to degree level in a relevant subject or at least 3 years' experience working in a busy, demanding, legal finance environment

Desirable skills / competencies:

- Working towards an accounting qualifications or SOLAS qualified
- Knowledge and understanding of the Law Society of Scotland Account Rules
- Good working knowledge of Sage Accounts