**FINANCE ASSISTANT**

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| **Job Title** | Finance Assistant |
| **Salary Scale**  | £20,000 - £24,000  |
| **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 small, but 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**
* Process timeously, domestic and international client payments and receipts electronically, by cheque, by bank draft or by cash.
* Operate the firm’s online banking systems for client funds transactions, considering at all times the firm’s stated anti-fraud procedures.
* Process accurately payments being made by BACS, Faster payment, International payment, CHAPS payments, and by inter-account transfer.
* Open and close client designated bank sub accounts on the firm’s online banking systems and where necessary on paper-based forms.
* Apply closing interest on client designated bank sub accounts as required.
* Place, or uplift, monies on client designated bank account, ensuring that the correct paperwork is held at all times.
* Initiate drawdown of bridging loans via online banking services, and timeously record the existence of new loans, sums advanced, and of repayments of existing loans on our books and records.
* Process clients’ transactions, interest on deposits, and import data on dividends/ investment settlements to the firms practice management system on a daily basis.
* Import monthly remittances for clients made by Murray Asset Management UK Limited to Murray Beith Murray.
* Adhere to, and monitor, firm’s procedures in relation to the use of transaction codes and standard narratives, and authorisation of cash entries.
* Maintain, and run, Cashroom diary card system.
* 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 the firm’s client and firm’s bank accounts ensuring that processes and standards are adhered to at all times.
* Carry out quarterly reconciliations of all Client Designated bank accounts.
* Ensure all bank reconciliations prepared are completed to an excellent standard ensuring compliance with good financial practice and the Law Society of Scotland Accounts Rules.
* Review client funds balances 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.
* Complete month end processes and balancing.
* Assist the firm’s auditors/Law Society of Scotland Inspectors when they are on site, ensuring they have all the information and explanations they require to complete their work.
* 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**
* Prepare fee notes as required.
* Working with the Cashroom Supervisor, ensure that all outstanding fees are pursued for payment with a view to ensuring rapid collection.
* Allocate and process on a daily basis, sums received in payment of the firm’s outstanding fees. This includes reviewing and processing movements from client monies held to pay outstanding fees.
1. **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.
* Review anti-money laundering paperwork provided on clients and ensure this complies with the firm’s standards in this area.
* On a weekly basis, ensure that all time recording is processed timeously and issue reporting on this.
* Set up new personnel on the Elite system, ensuring that this is completed accurately and timeously.
* Run, collate and distribute various regular reporting to partners and fee earners as required.
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 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**
* 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:**

* Educated to a degree level in a relevant subject, or at least 2 years’ experience working in a busy, demanding, finance environment.
* 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 and Outlook.

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 or by post to: Recruitment, Murray Beith Murray, 3 Glenfinlas Street, Edinburgh, EH3 6AQ.