



JOB DESCRIPTION

Legal Accounts Assistant



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Position	Legal Accounts Assistant
Department	Accounts
Reporting to	Head of Accounts
Office	Bishop's Stortford

Overall Purpose

You will provide general assistance to the accounts team as directed to ensure an efficient service for clients, fee-earners and departmental support staff. You will be responsible for certain daily duties within the accounts department to include daily banking, bank reconciliations, accounts post runs, posting invoices for Land Registry, Company House and Searches.

Main Tasks

Accounting and General Assistance

Accounting and generally assisting in a busy Solicitors Accounts Department working in accordance with Solicitors Accounts Rules. Duties to include:

- » Daily cash book reconciliations
- » Preparation of daily bank deposits and taking to the bank
- » Processing out of date cheques
- » Processing credit card receipts
- » Accounts post runs
- » Disbursement account reconciliations – HMLR etc
- » Recording, checking and processing payments and receipts including raising cheques and CHAPS/BACS
- » Posting bills

General

- » Assist with credit control
- » Responding to fee-earner and client queries
- » Weekly reports to ensure compliance with SRA
- » Expenses processing
- » Petty cash processing and reconciliation
- » Updating purchase ledger
- » Assist with month end and ad hoc reporting

This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.

Job Specification

	Essential	Desirable
Education Qualifications	Good all round education including GCSE grade 4 or above in English and Maths (or equivalent)	'A' Level Maths/Business Studies
Experience		1 - 2 year's office experience Some previous accounting experience (ideally in legal accounts)
Personal Attributes	Good attention to detail Able to work well under pressure Can prioritise work load Can use own initiative Proactive attitude	
Competencies	Good communicator both verbally and written Works well in a team	

Other Factors	Good IT skills, including knowledge of Excel spreadsheets Good attendance record	
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21 May 2025