

JOB DESCRIPTION

Legal Accounts Assistant



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Position	Legal Accounts Assistant
Department	Accounts
Reporting to	Finance Manager
Office	Bishop's Stortford

Job Purpose

To provide general assistance to the Accounts team as directed to ensure an efficient service for clients, fee-earners and departmental support staff in accordance with the Solicitors Accounts Rules.

To be responsible for certain daily duties within the Accounts department which include daily banking, bank reconciliations, accounts post runs, posting invoices for Land Registry, Company House and Searches.

Duties and Responsibilities

- » 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- » Processing out of date cheques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
- » Assist with credit control
- » Responding to fee-earner and client queries
- » Weekly reports to ensure compliance with SAR
- » 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

About You	› GCSE English and Maths Level 4 or above (or equivalent) › Confident in using Microsoft Office 365 › Experience in Accounting (desirable but not essential)
Behavioural Competencies	We expect every person throughout the firm to exhibit behaviours rooted in our core values, and that each individual fully embodies these values. Our values are: › Approachable » Communicates clearly and professionally in writing and in person, adapting to the audience and confirming understanding. » Works collaboratively with colleagues, sharing information promptly, offering support, and contributing to a positive team environment. › Integrity » Maintains confidentiality and handles client information securely, sharing information only on a need-to-know basis and in line with data protection requirements. › Professional » Behaves professionally in all interactions with colleagues, candidates, new starters and external providers, using tact and discretion, following HR processes, and communicating promptly and accurately. › Dynamic » Organises work and information effectively, maintaining accurate records and keeping HR documentation easy to locate and up to date. » Plans and manages time well, balancing routine administration with ad hoc requests and communicating if timelines are at risk. » Prioritises tasks based on urgency and impact and seeks guidance when priorities conflict. » Shows initiative by progressing tasks independently where appropriate, spotting gaps, suggesting improvements, and checking in when decisions are needed. » Meets deadlines by tracking actions, following up promptly, and keeping relevant people updated on progress. » Works effectively under pressure, maintaining accuracy and professionalism when managing competing demands.