



Job Title: Finance Assistant - Abingdon

Hours: *One full time permanent post - 9am-5pm Mon-Fri (35hrs)
Or two part time Job Share posts (21 hours a week each)*

About Us

Slade Legal is a highly regarded, well established legal practice based in Oxfordshire. We are a multi-disciplinary firm providing a broad range of services. We offer a friendly, hard working environment and pride ourselves on recognising and rewarding good performance.

The Vacancy

The main purpose of this role is to support the Finance Manager in providing a friendly and efficient Finance support service to clients and staff.

This is a varied and demanding role, working within a small team. The role is to primarily manage the Client account and associated duties. It requires day-to-day communications across a broad spectrum of staff.

The Candidate

If you love numbers and are eager to work within a legal finance department and you are looking to develop your skills and knowledge, we want to hear from you. The successful candidate may be either an experienced legal or banking cashier or someone with sufficient drive and enthusiasm to learn a new role in Finance. You should demonstrate a passion for working accurately and with strong attention to detail, whilst meeting daily deadlines. Tailored on the job training and support will be provided dependent upon experience. Once trained up, you will work with relative autonomy, within a small team; with scope to learn other aspects of the Finance department if so desired.

Salary and T&C's

This is a full-time position working 35 hours per week 9am -5pm or an opportunity for job sharing on a part time basis: Job share one: Monday/Tuesday/Wednesday (21hrs) / Job Share two: Wednesday/Thursday/Friday (21hrs).

£20,000 - £22,000 FTE - Commensurate with experience / 3% employer pension contributions / 5% employee pension contributions / 25 days holiday + usual bank holidays pro-rated to contracted hours. On-site car parking. Start date ASAP / To be agreed.

How to apply

For a full Job Description please visit our website www.slade-legal.co.uk

Candidates should apply directly to tracey.waite@slade-legal.co.uk no later than 5:00pm Friday 29 January 2021, explaining why you wish to be considered for the role and attaching a current CV. Candidates who do not hear from us after 05 February 2021 should assume that they have not been short-listed on this occasion.

www.slade-legal.co.uk



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