

## VACANCY

### Job Description – Slade Legal

18.01.2021

**Job Title:** Finance Assistant

**Number of posts:** One full time or two part time job share

**Department:** Finance

**Reports to:** Finance Manager (Amanda Hodson)

**Branch:** Abingdon, (Oxfordshire)

**Hours:** Full time: 9:00 am – 5:00 pm (35 hours) / Monday – Friday  
Part time / Job Share:  
Job share one: 9:00 am – 5:00 pm (21 hours) Monday / Tuesday / Wednesday  
Job share two: 9:00 am – 5:00 pm (21 hours) Wednesday / Thursday / Friday

**Salary:** £20,000 - £22,000 pa commensurate with experience

**Benefits:** 3% employer / 5% employee pension contributions (automatic enrolment for employees aged 22 and over).  
25 days holiday + usual bank holidays pro-rated to contracted hours if not full time  
On site car parking

**Start date:** ASAP / To be agreed

Slade Legal is a highly regarded and well-established high street legal practice based in Oxfordshire. We are a multi-disciplinary firm providing a full range of services from three offices. Our head office is based in Abingdon.

We are looking for an enthusiastic can-do person. Dependant on candidate interest, we will consider either a single full-time post, or a job share with one day overlap on Wednesdays.

In turn, we offer the opportunity to learn within a friendly work environment and a small team, with a supportive hands-on training environment.

### **Main purpose of the job:**

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**

The successful candidate will have strong communication skills. They will be comfortable dealing with the bank, clients and staff. They will have strong numeracy skills and enjoy data input. They will be comfortable learning to use online banking and case management systems. Candidates will be highly organised, able to prioritise and to work calmly under pressure. A background as a legal cashier or a cashier in banking or similar, plus knowledge of the Solicitors Accounts Rules would be advantageous but by no means essential for an enthusiastic candidate who wants to learn.

### **The role:**

#### **Financial Responsibilities**

1. Daily banking for all accounts (Client & Estate Agents).
2. Daily cheque authorisations.
3. Reconciliation of the firm's Client bank account, monitoring the client bank account, resolving any statement queries and timely posting items onto the ledgers on a daily basis.
4. Monitoring client ledger cards to ensure they do not go overdrawn and liaising with all branches and personnel to ensure accuracy.
5. Using the Osprey case management system to input entries on to the client ledgers.
6. Using Barclays online banking facilities to make payments and cost transfers when necessary and transferring those payments onto the appropriate ledger cards.
7. Helping to meet month end / year-end deadlines by ensuring all data is current, accurate and accessible for the Finance Manager.
8. Liaising with the bank concerning information connected with online transactions, both payments and receipts.
9. To comply with the Solicitors Accounts Rules.

## **Other**

10. Daily collecting and sorting of post.
11. Responding to all incoming telephone calls for the Finance department, ensuring that these are answered promptly and dealt with efficiently.
12. Helping staff with day-to-day queries with entries on ledgers, etc and make amendments where appropriate.
13. Regularly updating all members of the Finance team, using email to ensure good communication and continuity.
14. General housekeeping and the reporting of faults of the case management system and online banking system.
15. Providing reasonable backup cover to other team members within the Finance department, including reasonable cover for day-to-day accounting functions when a member of the team is out of the office, including processing cheque and bank transfer requests and processing of client bills, transferring funds from client to office account in payment of bills.
16. Where appropriate, report faulty equipment / software to the appropriate parties; (Practice, etc.)
17. Attend courses to gain appropriate knowledge beneficial to the department.
18. Abiding by all Company Health & Safety procedures.
19. Carry out any other reasonable task that may be requested by the Finance Manager or a Director.

## **Miscellaneous:**

The jobholder will be required to use the company software systems including but not exhaustive:

- Barclays online banking
- Osprey case management or similar
- Microsoft Office
- Email & Internet
- Excel

## **Skills & attributes**

Previous experience in a Solicitor's accounts department performing similar tasks to those described above, desirable but not essential.

A good working knowledge of the Solicitors Accounts Rules desirable, but not essential.

Must enjoy working in a financial environment and maintain a high degree of confidentiality.

Must be numerate, highly accurate and work with a great attention to detail and in a timely manner when recording financial transactions, often to daily deadline.

Excellent organisational skills with the ability to prioritise, multi-task and use initiative during demanding periods to ensure that all financial transactions are recorded and paid on time.

Pleasant demeanour with excellent verbal and communication skills.

Reliable and dependable with the ability to work and co-operate as part of a team, with a positive “can-do” attitude whilst ensuring work is performed in accordance with the Solicitors Accounts Rules and office procedures.

**Person Specification:**

	<b>Desirable</b>	<b>Essential</b>
Someone with experience of working in a Solicitor’s finance department.	X	
Someone with strong numeracy skills.		X
Someone who enjoys data input, working with high levels of accuracy, and attention to detail.		X
Someone with experience of managing client accounts.	X	
Someone who has worked within an office environment.	X	
A person with good experience of the Solicitor’s Accounts Rules.	X	
Someone who can job-share (dependent upon candidate interest).		X
Someone who has worked within a solicitor’s practice.	X	
A person who is confident with professional online banking facilities or is enthusiastic to learn.		X
Someone who can accurately input data in a timely manner.		X
Someone with case management experience.	X	
A professional, confident verbal communicator who will liaise with the bank.		X
Someone who can multitask.		X
A person who is well organised.		X
A person who is client driven, works well under pressure and enjoys a busy office environment.		X
A good communicator who can present a professional front facing environment and build positive working relationships with company staff across all levels and help them deal with queries.		X
Someone who can work from our Abingdon office.		X
(Where candidate interest dictates) - to work with a counterpart job holder to provide seamless year-round cover and to flex up when required.		X
Someone who will abide by all company HASAW requirements.		X
Someone who will attend relevant training courses.		X

**18 Jan 2021**