

## Job Description

<b>Job Title</b>	Legal Finance Assistant
<b>Responsible to</b>	Daniel Smart, Finance Manager
<b>Team</b>	Finance
<b>Overall Aim</b>	<p>Supporting the Finance Manager in maintaining and delivering accurate and timely financial information, following internal controls and processes to help the finance team meet reporting deadlines. This role will provide transactional support to the Accounts Receivable and Accounts Payable functions and perform ad hoc requests from the finance team.</p> <p>Working with:</p> <ul style="list-style-type: none"> <li>Internal - Client facing people and staff; Finance team.</li> <li>External - Client and supplier Finance departments.</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>Payment Processing: Handling client and office payments via BACS, cheques, and credit cards.</li> <li>Financial Record Keeping: Maintaining accurate and up-to-date financial records, including allocating receipts.</li> <li>Banking and Reconciliations: Performing daily banking tasks, including reconciliations of bank accounts.</li> <li>Compliance: Assisting with VAT returns and ensuring compliance with legal accounting standards, such as the Solicitors Regulation Authority (SRA) Accounts Rules.</li> <li>Audits and Reporting: Assisting with audits and financial reporting processes.</li> <li>Supplier Management: Liaising with banks and third-party suppliers.</li> <li>Billing and Invoicing: Processing bills, credit notes, and other financial transactions related to billing.</li> <li>Communication: Interacting with fee earners, clients, and other stakeholders regarding financial matters.</li> <li>Other Duties: Managing petty cash, expenses, and supporting the broader financial team.</li> <li>Adopt procedures as defined in the Firm's Office Procedures manual.</li> <li>Correct, proper, accurate and effective use of Hunt &amp; Coombs LLP IT system/ applications, while fully complying with all IT policies and procedures.</li> </ul>
<b>Knowledge and Skills required</b>	<ul style="list-style-type: none"> <li>Numerical Accuracy: Strong attention to detail and ability to spot numerical errors.</li> <li>Organisation and Time Management: Efficiently managing multiple tasks and deadlines.</li> <li>Communication: Effectively communicating with colleagues and external parties.</li> <li>IT Proficiency: Strong working knowledge of Microsoft Office suite, particularly Excel.</li> <li>Financial Software: Experience with accounting or legal practice management software is desirable.</li> </ul>
<b>Other relevant comments</b>	The Firm adopts the principles of equal opportunities and non-discrimination as detailed in its Office Manual.
<b>Career Progression</b>	This role can be a good starting point for a career in finance, with developmental opportunities to progress to more senior positions such as Management Accountant, Finance Manager, or other financial specialisms.

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