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Job Description

Job Title	Senior Finance Assistant
Responsible to	Finance Manager
Team	Finance
Overall Aim	▪ To provide finance assistance and deliver client care internally and externally.
Main duties and responsibilities	▪ Daily balance checks ▪ VAT queries and reconciliations and the return ▪ Ledger queries & reconciliations ▪ Verifying Daily TT's and BACS ▪ Assisting with Family Legal Aid process ▪ Journal Posting ▪ Month End control reconciliations ▪ Recording and reporting potential breaches of the SRA accounts rules for COFA consideration ▪ Ledger reconciliations ▪ Assisting with the checking of completion statements ▪ Checking and processing of client invoices ▪ Assist Finance Manager with supervision and training of the team ▪ Quarterly review of long standing and eliminating any residual balances ▪ Cancelling unpresented items at the bank ▪ Taking a proactive role in managing and collecting debts of the firm's debtors ▪ Providing assistance and support in managing the debts of clients ▪ Ensuring timely payments are made ▪ Processing incoming funds ▪ Resolving account queries and managing debt recovery ▪ Any other ad hoc duties as directed ▪ Correct, proper, accurate and effective use of our IT systems/applications, while fully complying with all IT policies and procedures ▪ Adopt procedures as defined in the Firm's Office Procedures Manual
Knowledge and Skills required	Previous finance experience preferably law firm preferable not essential ▪ Legal Cashier experience desired ▪ Previous finance experience, law firm preferable but not essential ▪ Ability to carry out instructions accurately ▪ Numerate ▪ Ability to understand basic IT programmes ▪ Able to operate office equipment ▪ Excellent telephone manner ▪ Enthusiastic team player ▪ Reliability, honesty, good time keeping, ability to retain confidentiality ▪ Competence in the correct use of grammar and punctuation
Other relevant comments	The Firm adopts the principles of equal opportunities and non-discrimination as detailed in its Office Manual.

Hunt & Coombs Solicitors is an established law firm offering a full range of company and personal legal services.

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For further information on our how we can help and the legal services we provide please contact 01733 882800, email info@hcsolicitors.co.uk or visit our website at www.hcsolicitors.co.uk.

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