



Financial Accountant/Accounts Manager – Part Time

The role includes working with and reporting to the Finance Director on the financial management of the firm and managing an Accounts team. The work will be challenging, varied and exciting.

The opportunity is ideally suited for an ambitious candidate who wishes to work with a firm who will give them the opportunity to reach their full potential.

Responsibilities of the role include, this list is not exhaustive:

- Supervision of the Accounts Team, ensuring that all daily, weekly, monthly and annual tasks are completed accordingly and meet the Compliance Requirements of the SRA and other regulated bodies.
- Preparation of Monthly Management Information for review by the Finance Director.
- Utilising the Management Information to analyse the Financial Performance of the Firm, Departments and Fee Earners and reporting the same to the Finance Director.
- Analytical Review of the above data to identify weaknesses and suggest solutions and improvements thereto.
- Cash Collection and Credit Control, working with the Debt Recovery Team and the Finance Director to ensure maximum recovery of costs and disbursements from defaulting Clients.
- Supervision of the preparation of VAT returns and submission of the same to HMRC.
- Preparation of the Monthly Payroll and completion of Month End and Year End PAYE and Pension Scheme tasks.
- To provide cover to the Cashier Team during staff absence, including the posting of Client and Office account transactions, daily reconciliations and archiving.
- To develop business relationships and promote the image of the firm at every opportunity.

To be considered for this excellent opportunity, the attributes required are:

- Experience of Solicitors' Accounts Rules and Compliance.
- Ability to draft monthly management information and finance reports for review by the Finance Director.
- Ability to assess all business costs and recommend appropriate savings.
- Experience of preparing regular Bank Reconciliations and monthly Three Point Reconciliations.
- Ability to work with department heads in relation to profit projection, cost projection and all other ancillary financial matters.
- Experience of the revision and implementation of credit control policies.



- The ability to provide training in relation to financial matters to department heads and fee earners.
- Experience of managing a finance team is preferable.
- A comprehensive understanding of cutting edge IT systems and the ways in which to maximise IT to increase efficiency within a finance team.
- Full knowledge of all compliance issues with regards to the Solicitors Accounts Rules and SRA requirements.
- Experience working with a Case Management Accounts System.
- A dynamic and committed approach to all aspects of the role.
- A robust approach to financial discipline.
- A desire to work with the Financial Director and management team to further the Vision of the practice and to improve financial efficiencies.
- An ambitious desire to reach full potential, particularly seizing upon the opportunities for non lawyers presented by the Legal Services Act.
- Excellent communication skills, both oral and written.
- Ability to form good relationships with customers and colleagues and to work as part of an effective team.
- Well organised, with a clear and professional manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.
- Flexibility and willingness to react and respond to urgent matters inside and outside of normal working hours.
- Ability to contribute towards training and development of others in the team and department.

Desirable Requirements:-

- AAT and/or ILFM qualified.
- Knowledge of the financial aspects of legal aid billing and Legal Aid Agency rules.
- Full knowledge of all compliance issues with regards to the Legal Aid Agency and Lexcel requirements.
- Ideally experience with working with Norwel Accounts Case Management System.

This role offers the opportunity to join an established and progressive law firm. You will also be offered excellent training and development and will have the opportunity to develop your career.

Please send your CV and covering letter to sbirchall@kirwans.co.uk.