



Accounts Clerk/Credit Controller

We are looking for a full or part time Accounts Clerk/Credit Controller to join our accounts team based in Prenton.

Duties will include:

- Completing all types of financial transactions and billing for client and office related matters and to ensure that all such transactions comply with the Solicitors' Accounts Rules.
- Range of duties including but not limited to:
 - Issuing and banking of cheques.
 - Daily banking.
 - Organising payments of office expenditure.
 - Posting receipts and payments.
 - Payment of bills.
 - Assisting with completion of VAT returns.
 - Checking and posting of bills/costs.
 - Credit Control.
 - Archiving.
 - Assisting with month/year end reconciliations and reports.
- Credit control will be a major part of this role including implementing procedures and processes for each department to follow.
- Archiving will also be part of this role to assist with archiving files and administration of archiving.
- Ensuring that all bank accounts, both client and office, are properly reconciled in a timely manner including identifying and resolving any differences.
- Carrying out credit/debit card transactions (including resolving any queries with fee earners) and to deal with the day end reconciliation of these transactions.
- Ensuring that all interest due to clients is calculated and properly dealt with including individual and quarterly payments.
- Ensuring that all central records required under the Solicitors' Accounts Rules are maintained and kept up to date and to produce such reports and documentation as may be required to ensure compliance. This will also include liaising with the Partners responsible for compliance and other fee earners within the firm.
- To deal with financial transactions on the firm's computerised banking systems such as Bankline.
- To assist in the administration of the firm's computerised banking systems and to liaise with the firm's bankers, where necessary, to ensure that the system is up to date and working efficiently.
- Handling of petty cash transactions and ensuring that the petty cash is properly balanced.
- Ensuring that all financial documents, dockets and any other financial records are properly filed and kept secure.



- Assisting in dealing with such matters as the firm's auditors may require in relation to financial matters pursuant to their audit in relation to either the Solicitors' Accounts Rules or the firm's annual accounts.
- To deal with enquires and queries from fee earning teams in respect of client ledgers and client financial transactions and help resolve any issues which may be raised.
- Ensuring confidentiality and security of all firm's and clients' documentation/information.

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

- Experience in accounts in a professional environment.
- Experience of archiving and archiving administration.
- Experience of credit control policies.
- IT literate with experience of legal accounts software, excel and word.
- 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.
- Where appropriate to contribute towards training and know-how of others in the team and department.

Desirable attributes are:

- Experience in legal accounts and knowledge of Solicitors' Accounts Rules, not essential.
- Experience in Legal Aid Agency payment reconciliations, not essential.

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.