



Job Title:

Accounts Paralegal – Court of Protection Team

Contract type:

Permanent

Hours:

Part time – 27 hours / 3 days a week (to be agreed)

Requirements and details of the role:

- To provide accountancy administrative assistance and support to all members of the Court of Protection (COP) Team.
- Reconciliation of circa 150 client bank accounts comprising of: Trust accounts, Deputyship accounts, EPA and LPA accounts and producing reports/accounts.
- Reconciliation to be performed daily/monthly/annually using excel spreadsheets to track cash/cheque/contra movements.
- Forensic analysis and reporting of bank accounts, to include the reporting to department caseworkers and head any anomalies identified.
- Reporting to Head of COP Team and liaising with relevant Fee Earners.
- Payment processing.
- Time recording.
- Aged disbursements.

The ideal candidate will be IT literate with knowledge/experience of Microsoft Office packages (Word, Excel and Outlook) and preferably legal case management systems.

Salary & Benefits:

Salary is dependent upon experience. 23 days annual holiday entitlement (full time entitlement), plus bank holidays. Benefits (following successful completion of trial period) include: contributory pension scheme, non-contributory death in service scheme, discretionary performance related annual bonus, loyalty holiday scheme, ability to purchase additional holidays, enhanced sick pay.

How to apply:

If you are interested in this role please send your CV to our practice manager Louise Nolan via post or email: lnolan@bromleys.co.uk