

**Job Title:**

Junior Accounts Assistant

Contract type:

Permanent

Hours:

Full time – Monday to Friday, 9.00am to 5.00pm

Details of the role:

We are seeking to appoint a junior Accounts Assistant to work with and support our Accounts Team. The Team consists of: Financial Controller, Accounts Manager, Accounts Assistant, Credit Controller and Legal Costs Draftsman.

Duties and tasks of the role:

The role will include, but is not limited to:

- Daily banking functions
- Administration of and management of petty cash
- Processing of client and office accounting transactions in line with SRA rules
- Processing of bank transfers
- Administration of the purchase ledger
- Processing card payments from clients over the telephone
- Processing of weekly legal aid statement
- Monthly submission and management of Legal Help bills
- Archiving and retrieval of closed matters
- Generation of accounts reports as and when required by fee earners or management
- Any other tasks that are required by or for the Accounts/Costs Team that are reasonably requested of you within the remit of your role

Requirements of the role:

The ideal candidate:

- Must be IT literate
- Have experience of Microsoft packages (Word, Excel, Outlook)
- Be educated to a good standard at GCSE level (we will consider applications from candidates with a higher level of education)
- Have high level numeracy and literacy skills
- Be able to work to deadlines/targets and be capable of working on their own initiative and as part of the Team.

Salary & Benefits:

- Salary is dependent upon experience.
- 23 days annual holiday entitlement, plus bank holidays
- Benefits include: non-contributory death in service scheme, contributory (auto-enrolment) pension scheme, discretionary performance-related annual bonus, enhanced sick pay, ability to purchase holidays, holiday loyalty scheme

How to apply:

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