



Job Description

Job Title:	Accounts Trainee				
Department:	Accounts	Reporting to:	Clare Earley / Deanne Riddleston	Line Manager:	Paula Fowler
Job Summary:	To keep accurate and up to date accounting records of the practice and to ensure satisfactory records are produced for the practice's Accountants to meet the Solicitors' Accounts Rules. To provide information for management accounts which ensure the proper day to day running of the practice. Working with members of the firm to provide clients with a service of a high standard and to ensure that the firm as a whole works as effectively as possible. The emphasis is on working as a team and the tasks below are not to be regarded as strict demarcation lines.				

About FJG

Support staff are highly regarded at Fisher Jones Greenwood LLP which is a young and expanding firm. We are not looking for people who are simply great within their field, but individuals who can work on their own initiative, take responsibility for working well with our clients and get things done. Anyone working with us will have the opportunity to learn new skills alongside partners, our legal teams, our management team and all of our support staff. We will fully support and reward you for your talents in an environment that genuinely offers career paths.

Key Responsibilities / Duties

Daily

1. Dealing with the distribution of accounts incoming post.
2. Check and post entries on the Land Registry Statement.
3. Client Bank reconciliations.
4. Office and Client banking (including checking and authorising other branch bankings).
5. Drawing Client and office accounts cheques.
6. Dealing with out of date cheques and stopping Client and office cheques at the bank and making the postings on the system.
7. Posting office to nominal payments.
8. Dealing with BACS / CHAPS payments received including advising fee earners / secretaries and making relevant postings to the ledgers.
9. Monitoring and distributing queries from cashiers' e-mails.
10. Daily filing.
11. End of day printouts on Case Manager and on Bankline.

Monthly

12. Assisting as required with the month end procedure including reporting and filing.

This is a progressive role leading to:

13. Bill posting.
14. Client to office transfers.
15. Dealing with petty cash – distributing and balancing all offices.
16. Dealing with BACS / CHAPS payments and completions.
17. Purchase ledger (both on Client and nominal side).
18. Legal Aid interim claims and database entries.
19. Write offs.
20. Client interest calculations.
21. Any other ad hoc duties.

Skills and Experience

The ideal candidate will have previous experience of working within an office environment, ideally working within an accounts department, and within the legal sector – although this is not essential. The ideal candidate should be willing to consider working towards an ILFM qualification. They should also have organisational intelligence and communication skills, and be able to work on their own initiative and pre-empt problems and identify solutions. They will be ambitious and professional and recognise the relevance of their role and responsibilities and its impact on our clients as well as their own future career.

Key Competencies

Accuracy and knowledge of MS Office is a fundamental. Speed of turnaround and excellent communication skills are key. The ideal candidate needs to be able to show initiative and be self-sufficient, as well as a team player. Needs to have a can-do work ethic and be able to adapt to changes to daily requirements, juggling tasks and pre-empting problems. Time management and ability to prioritise are essential as will be a practical and intuitive understanding of the tasks required as part of the job role.

You will also be required to undertake other tasks as directed to ensure the work of the department or firm as a whole is carried out.

The above will change/be amended as your knowledge and experience within the firm grows.

Person Specification

	Essential	Desirable
Qualifications	5 x A* - C GCSE (including English and Mathematics) or equivalent.	Have a view to study towards an ILFM (Institute of Legal and Finance Management) Qualification.
Skills	<p>Excellent interpersonal and communication skills.</p> <p>Excellent organisational skills.</p> <p>Ability to work meticulously and methodically.</p> <p>Have an ordered approach to documentation and procedures.</p> <p>Ability to work as member of the team.</p> <p>Use initiative to plan own work schedule to meet deadlines.</p>	
Knowledge	<p>Good ICT Skills.</p> <p>Good knowledge of Microsoft Excel and Word.</p> <p>Interest in basic accounting.</p>	
Experience		Experience of working within an office environment.
Personal Attributes	<p>Willingness to learn.</p> <p>Positive approach to work.</p> <p>Have drive and ambition to succeed.</p> <p>Works best to deadlines / pressure.</p> <p>Ability to use own initiative.</p> <p>Able to manage own time effectively.</p>	