

## **GARDEN COURT CHAMBERS LIMITED**

### **ACCOUNTS CLERKS**

**Reporting to: Finance Director**

#### **Job description**

##### Duties

- Purchase Ledger Control:
  - Ensuring all supplier invoices, internal expense claim forms and credit card transactions are recorded in Sage 50 Accounts in a timely manner and against the appropriate budget (also team and events code where applicable)
  - Ensuring supplier invoices and expense claim forms are correctly authorised and paid within payment terms
  - Maintain filing system for paid supplier invoices, expense claim forms and credit card statements/receipts
- Arranging lodgements for all cheques received
- Recording lodgements, IBB and cheque payments into Sage 50 Accounts
- Arranging cheque payments where applicable
- Recording monthly petty cash journal into Sage 50 Accounts and ensuring balance reconciles with spreadsheet maintained by Admin Team
- Invoicing external customers for events and use of facilities
- Ensuring all cheques received for Barristers and transactions on weekly LAA statements are accurately recorded in LEX Software and receipts emailed to Barrister/Client
- Recording all payments/recoupments from monthly PSOA statements, not already recorded from weekly LAA statements
- Maintain filing system for PSOA statements and weekly LAA statements for individual Barristers
- From LAA assessments/redetermination notices; calculating payment split(for criminal cases), recording details/scanning to LEX case records and passing to appropriate person in Revenue Control Team (RCT) for appropriate action
- Ensuring documents/cheques relating to part payments are saved to relevant case records and notifying RCT.
- Opening post placed in the Finance Team's pigeon hole daily and dealing with documents as appropriate
- Maintain spreadsheet with details of all weekly LAA payment statements
- Assisting with any other day to day administrative tasks as necessary

## Essential

- Minimum of 5 GCSEs (grade C or above) including English and Maths
- Excellent communication skills
- IT literate including a good knowledge of Excel
- Good attention to detail
- Enthusiasm and willingness to develop new skills
- A calm, patient approach to work in a very busy environment
- Neatness and accuracy and a methodical approach to work
- Ability to work unsupervised on regular tasks and ensure they are completed on time

## **Benefits:**

- Salary £23K
- 25 days Holiday
- Pension and other benefits

Hours: Monday to Friday, 9am to 5.30pm or 9.30am to 6pm