

GARDEN COURT CHAMBERS LIMITED
ACCOUNTS ASSISTANT

Reporting to: Finance Director

Based within: Finance Team

Summary

Garden Court Chambers is one of the largest and most successful barristers' chambers in the UK, with over 200 barrister who are supported by a busy operations team. We are recognised as leaders in criminal defence, civil liberties, housing, immigration, family and public law. Founded in 1974, our passion for human rights and social justice has shaped the development of law in these areas.

We are looking to recruit an exceptional individual, who has high attention to detail to join our Finance team as Accounts Assistant.

Working directly with the Finance Director and Management Accountant, this position requires an energetic professional who can function within a fast-paced environment.

Person Specification:

Essential:

- At least 3 years' experience in a similar role
- AAT Qualified or qualified by experience
- Strong knowledge of Sage 50 Accounts
- Accuracy, numeracy and attention to detail
- Strong analytical skills and ability to assimilate information
- Confident and clear communication skills
- Positive attitude and works well within a team
- Strong working knowledge of Microsoft Office (Outlook, Excel, Word)
- Able to thrive in a fast-changing environment.

Benefits:

- Salary circa £28K depending on experience
- 25 days Holiday
- Pension and other benefits

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 passed for payment within supplier payment terms
 - Maintain filing system for paid supplier invoices, expense claim forms and credit card statements/receipts
- Maintain up to date bank reconciliation for Limited Company's bank account
- Arranging lodgements for all cheques received for Limited Company and individual Barristers
- Recording lodgements, BACS and cheque payments into Sage 50 Accounts
- Ensure pupils travel expenses paid by Limited Company are recorded in LEX case record.
- Recording all Barristers payments from BACS, Cheques and Legal Aid Agency (LAA) Statements accurately into the LEX Software and receipts are emailed to Barrister/Client
- Recording relevant payments/recoupments from monthly PSOA statements
- Maintain spreadsheet with details of all weekly LAA payment statements
- Ensuring weekly reconciliation and payments made to external Barristers
- Preparing bi-weekly Barrister payment list from bank account
- Obtain information required for allocating payments held in suspense account
- Ensuring documents/cheques relating to part payments are saved behind individual case records and notifying RCT via email
- Producing and submitting weekly payment on account applications to LAA
- Opening post placed in the Finance Team's pigeonhole daily and processing as appropriate
- Assisting with any other day to day administrative tasks as necessary