

## JOB DESCRIPTION

Job Element	Detail
<b>Job Title</b>	<b>Finance Assistant (Full Time)</b>
<b>Reporting To</b>	<b>Finance Manager</b>
<b>Main Purpose of Job</b>	<p>To work alongside the finance manager, senior fees clerk and senior clerks in dealing with all aspects of fees collection for members of Chambers.</p> <p>Accounts Payable and ad hoc duties as requested by Finance Manager.</p> <p>To provide a first-rate service to all members and clients.</p>
<b>Key Responsibilities</b>	<p>Specific responsibilities will include but not be limited to:</p> <p><b><u>Fees Clerk Duties</u></b></p> <ul style="list-style-type: none"> <li>• Dealing with Chambers centralised Barrister bank account, including the transfer of electronic payments to the relevant personal bank accounts held by the barristers ensuring that, where possible, the overnight account balance is kept at zero.</li> <li>• Entering electronic payments and cheques onto Lex on a regular daily basis.</li> <li>• Sending VAT receipted fee notes to members and clients without delay as soon as payment has been processed on Lex as paid.</li> <li>• Deal with enquiries concerning fee related matters. Respond to requests for copy fee notes/receipts, barrister bank details, etc. and update individual profiles with the appropriate information.</li> <li>• Updating Lex with full and comprehensive notes on file references / aged debt reports, adding documentation to each case / file reference where required.</li> </ul> <p><b><u>Aged Debt Duties</u></b></p> <ul style="list-style-type: none"> <li>• Working with the senior fees clerk for ensuring the collection of all fees by chasing fee notes promptly (Workflow Forecast &amp; Manual Document Processor on Lex), and any other financial correspondence to instructing solicitors and clients without delay.</li> <li>• Setting up and processing new supplier details and providing bank account information to new instructing solicitors / clients as necessary.</li> <li>• Ensuring Purchase Order numbers are received, recorded, and processed in a timely manner for government / local authority clients etc.</li> <li>• Completing online invoicing for some firms.</li> </ul> <p><b><u>Finance Duties</u></b></p> <ul style="list-style-type: none"> <li>• Working with the finance manager as necessary to ensure administration of service company runs smoothly.</li> <li>• Ensure correct authorisation and coding is received for supplier invoices.</li> <li>• Record and process supplier invoices on Sage.</li> <li>• Process expenses via PLEO online account.</li> <li>• Bank Reconciliation on a monthly basis.</li> </ul> <p><b><u>General Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Liaise with clerks and members as necessary.</li> <li>• Maintain high standards of client-chambers relations, acting in a professional manner and applying discretion always.</li> <li>• Maintenance and updating of Lex solicitor firm and solicitor contact database, along with the clerks and marketing team.</li> <li>• General administration on aged debt process, banking and finance as required by the finance manager.</li> </ul>
<b>Education/Qualification</b>	<ul style="list-style-type: none"> <li>• Good educational background with strong numeracy and literacy skills (Equivalent of A-C at GCSE as a minimum) or significant work experience</li> </ul>

<b>Required Qualities, Knowledge and Skill Set</b>	<ul style="list-style-type: none"><li>• Experience in either, fees clerking, credit control/aged debt, accounts receivables or accounts payable.</li><li>• Clear knowledge and understanding of professional services, procedures and regulations around the billing and recovery of professional fees, preferably within the legal profession (barristers chambers, law firms).</li><li>• The motivation and ability to be able to build and maintain strong professional relationships.</li><li>• Ability to work to strict deadlines with high attention to detail.</li><li>• First class communication skills both written and oral.</li><li>• Knowledge of IT and how it can help to support the fees recovery function.</li><li>• Ability to work as part of a team and take directions on workload priorities.</li><li>• Preferably a working knowledge of a practice management system (Chambers uses LEX and training will be provided).</li><li>• Knowledge of HSBC Net Banking system.</li></ul>
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