The Firm

Payne Hicks Beach is a 30 partner firm of solicitors based in offices in New Square, Lincoln’s Inn. In total, the firm comprises about 170 people. The firm provides specialist legal services to private and commercial clients. We are best known for our family and private client work and are widely regarded as one of the very best of the small number of firms in the UK who provide these specialist services at the highest level.

Our offices are located at 10 New Square, Lincoln’s Inn, one of the finest squares in London, a building which the firm has occupied since 1770.

For further information about our departments and the work of the firm, please visit our website at www.phb.co.uk

The Accounts Team

Working with a team of five including two Cashiers, a Credit Controller and a Billing Controller, all reporting direct to the Accounts Manager.

The Role

This role would suit an individual with some finance experience ideally gained within a legal or professional services environment, looking for a position to start a career in Legal finance.

Key responsibilities as will include:

• Processing Purchase ledger
• Entering/paying employee expenses
• Distributing monthly reports
• Entering Land Registry and Search Flow invoices
• General team administration

The Individual

Will have:

• Good level of education - GCSE level education (including Maths and English Language)
• Some Accounts Experience
• A practical working knowledge of IT
• Excellent attention to detail
• Strong organisational and communication skills
• Proactive team player
• Reliable, flexible, hard working and positive

Remuneration Package

Salary: Dependant on experience

Other benefits: 4 x Life Assurance
Permanent Health Insurance
Medical Insurance (after 1 year qualifying period)
Medicash Scheme (after 1 year qualifying period)
Pension Scheme (after 1 month qualifying period). The firm contributes to a Personal Pension Plan.
Interest-free season ticket loan after 3 months
Cycle to Work Scheme

Holidays: 22 days holiday increasing to 25 days