

PAYNE | HICKS | BEACH

JOB DESCRIPTION

ACCOUNTS ASSISTANT

The Firm

Payne Hicks Beach is a 38 partner firm of solicitors based in offices in New Square, Lincoln's Inn. In total, the firm comprises about 190 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 six including three Cashiers, a Credit Controller and a Billing Controller, all reporting directly to the Accounts Manager.

In addition to the use of Word and Excel, our accounts and document management system is SOS, for which training will be given, if necessary.

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 invoices on the accounts system.
- Posting of Land Registry, Court fees, Companies House online portal invoices.
- Entering/paying employee expenses
- Arranging a daily payment run of due invoices.
- Processing daily banking.
- Allocation of client and office receipts.
- General team administration

The Individual

Will have:

- Good level of education - GCSE level education (including Maths and English Language)
- Strong communication skills, both written and oral.
- Good IT skills: - Microsoft Office - Word, Excel, Outlook (experience desirable but not essential).
- Good organisational skills.
- Excellent attention to detail.
- Ability to liaise with people at all levels and to ask for help when needed.
- A team player.
- Helpful and willing, with a "can-do" attitude.
- Ability to take on responsibility.

- Courteous and efficient.
- Professional and conscientious, taking a pride in doing the job well.
- Some Accounts Experience

Remuneration Package

Salary:	According to experience
Other benefits:	4x Life Assurance Permanent Health Insurance Medical Insurance (after 1 year qualifying period) BUPA Cashplan (after 1 year qualifying period) BUPA Health Assessment (after 1 year qualifying period) Pension Scheme. The firms contributes to a Personal Pension Plan. Interest free season ticket loan after 3 months Cycle to Work Scheme Wellbeing Programme
Holiday:	22 days increasing to 25 days

Other

We are an equal opportunities employer.