

Job Description

Job Title: Finance Assistant
Team: Finance
Reports to: Finance Manager
Date: October 2025



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Purpose of Job:

Working as part of the finance team to process financial transactions in an accurate and efficient manner, meeting strict deadlines. Supporting the firm's COFA by ensuring full compliance with the SRA Accounts Rules (for which full training will be provided).

Main Activities:

- Cash transactions:
 - Daily processing of receipts and payments (both client account and office account) in accordance with the SRA Accounts Rules.
- Client money management:
 - Maintaining accurate client account records and reconciliations in accordance with the SRA Accounts Rules.
- Bank reconciliation:
 - All bank accounts are reconciled at least monthly, with the main client account and office reconciled daily.
- SRA Accounts Rules compliance:
 - Support the COFA in respect of the SRA Accounts Rules;
 - Identify and stop non-compliance on daily transactions;
 - Compliance checks and records maintenance;
 - Reporting non-compliance.
- SRA Accounts Rules audit:
 - Prepare documents and assist in annual SRA Accounts Rules audit including working with external auditors.
- Client billing:
 - Reviewing and posting bills for legal fees;
 - Preparing and posting bills for administration and business charges.
- Purchase ledger:
 - Daily processing of counsel's fees, experts' fees and client disbursements bought on credit.
 - Back up cover for processing invoices for business purchases.
- Management Reporting & Analysis
 - Extracting and analysing financial data to provide reports for management insight
 - Identifying opportunities for process improvement, automation and simplifications

Knowledge / Skills / Experience:

- Bookkeeping skills relating to: banking, purchase ledger and general ledger
- A working knowledge of Excel
- Ability to work independently and within a team
- Excellent knowledge and understanding of SRA Accounts Rules (desirable)



Trust



Teamwork



Responsibility



Care

Our Values & Behaviours

Trust

We trust each other to do the right thing

- Respect and treat each other fairly
- Be honest, open and transparent
- Be yourself and empower others to do what they do well
- Value and recognise each other

Teamwork

We are one team and work selflessly for each other

- Be aware of your impact on others
- Be clear about what you expect from others
- Plan, organise and prioritise your time
- Coach others to be their best
- Support and delegate to others
- Work hard for the collective, not for individual gain

Responsibility

We are self-starters and take responsibility for how we work together and communicate

- Be positive and enthusiastic
- Communicate – listen, ask questions and share knowledge
- Embrace feedback
- Challenge ourselves and others to deliver success
- Have great conversations, including the difficult ones

Care

We care about our people, clients and community

- Help and look out for each other
- Understand, support and learn from each other
- Be proactive and make a difference
- Be kind to yourself and others

Additional notes or information:

The duties and responsibilities in this job description are not exhaustive.