Accounts Assistant (Controls & Reconciliations Team) Temporary Contract (12 – 16 months)

Location: Edinburgh
Reporting to: Controls & Reconciliations Team Leader

Main Objectives

To include, but not limited to, all duties as noted in this document, whilst at all times ensuring compliance with all regulatory requirements (HMRC VAT rules, The Law Society of Scotland Solicitors' Accounts Rules and The Solicitors Regulation Authority Accounts Rules 2019).

Main Duties

- To be responsible for performing daily bank reconciliations to include the investigation and resolution of any unmatched items, the cancelling of any cheques which are over 6 months' old and some ad-hoc involvement around the return of unreconciled funds via the bank and in line with the firm's policies.

- To be responsible for the timely and accurate preparation of Client and Firm bank account, firm credit card and other control account reconciliations on both a weekly and monthly basis, ensuring any reconciling items are resolved timeously and accurately.

- To be responsible for the accurate reconciliation of all client designated accounts on a monthly basis, with any anomalies investigated and corrected timeously.

- To be responsible for reconciling the firm's foreign currency accounts to include determining any potential revaluations and processing same.

- To be responsible for running various compliance reports and taking appropriate action as required in order to comply with both the Scottish Solicitors' and Solicitors' Regulatory Authority Accounts Rules. This will require a thorough and in depth understanding of what constitutes "Client" & "Office" money and how each of these should be handled to ensure compliance with the rules at all times.

- To be responsible for dealing with the firm's "Source of Funds" clearing process in relation to the receipt of client monies. This requires a thorough knowledge and understanding of the Money Laundering, Terrorist Financing and Transfer of Funds (Information of the Payer) Regulations 2017.

- To be responsible for carrying out all necessary reconciliation work in relation to the firm's incurred bank charges and investigating any anomalies identified thereon.

- The individual will be expected to play an integral role in the ongoing management of the firm's residual client balance position under both the Scottish & English regulations. This will require the candidate to fully understand the regulations for each jurisdiction as well engaging with and providing guidance to partners, fee earners and secretaries on how to resolve troublesome balances.

- Carrying out all work required to deal with both the partner's monthly drawings and quarterly distribution payments.

- Play an active role in the month end closing process (on a rotation basis). This will require the candidate to show some level of flexibility due to slightly differing requirements based on the period being worked i.e. standard month, financial quarter end and financial year end.

- To assist with all ad-hoc departmental duties which may arise from time to time including, but not limited to, providing cover for both the legal cashiering and accounts payable teams during the contracted period.

- Attending team meetings and contributing to any group discussions on Cashroom procedures and ensuring Cashroom documentation is kept up-to-date at all times.

- To accurately file all documentation within the Cashroom online folders (Local Drives & iManage Document Management System) as directed.

Please note that all duties will be carried out on a rotational basis alongside other members of the team and full training and support will be provided.

Skills/Experience

- Previous experience within a legal finance cashiering team or a high volume "client money" transactional finance team within another professional services organisation is essential.

- Detailed operational knowledge of both the Law Society of Scotland Solicitors' Accounts Rules and the SRA Solicitors Accounts Rules would be preferable however a commitment and willingness to undertake to learn the rules would be considered.

- Strong interpersonal skills to work effectively with the wider cashroom team and fee earners, and the ability to communicate clearly both verbally and in writing. You'll be confident in your own judgement and skills, but know when it's necessary to call upon the help and expertise of others.

- As the role will be shift based you will need to be flexible and reliable: a self-starter, enthusiastic, accurate, with excellent attention to detail.

- You will demonstrate strong organisational skills and the ability to manage a busy workload to strict timescales.

- Experience of the Aderant PMS system would be beneficial.

- Proficient with Word, Excel & Outlook is an essential.

These duties reflect the situation at December 2020 and may be subject to reasonable change at a later date.

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We will process the information you provide solely for the purpose of evaluating your application for employment. The information will be disclosed to the interview panel (if relevant), your line manager (if appointed), and Human Resources staff members. We may contact any references provided for the purposes of discussing your application, and will ask your permission before doing so.

If you provide any information deemed to be "special category" information under the General Data Protection Regulation, we may use this as follows:

- *We will use information about your disability status to provide appropriate adjustments to the interview process.*
- *We will use any information provided in our diversity monitoring form about your race, colour, nationality, ethnic or national origin, gender identity, gender expression, social mobility background, religious beliefs, sexual orientation, any disability information, age, and marital/civil partnership status to ensure meaningful equal opportunity monitoring and reporting. Any analysis of this data will be done on an anonymous basis.*

Should your application be unsuccessful, the information provided will be deleted within 1 year of a decision not to progress your application.

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