



Job Description

Job Title: Finance Assistant/Bookkeeper – Part Time

Based at: Doughty Street Chambers, London

Position reports to: Head of Finance

Job Purpose:

To deliver professional and efficient support to the Finance team, particularly in the areas of Purchase, Sales Ledger, Cashbook and Internal debt collection.

Scope:

This role is intended to assist the Head of Finance and Finance Assistant to maintain accurate financial records for Chambers. This will also involve liaising with the Chief Executive and the Civil and Criminal Clerks.

Key Responsibilities:

- Match Supplier invoices with purchase orders and ensure they are properly authorised by the relevant budget holder.
- Process purchase invoices onto the accounts system, Sage 50.
- Regularly reconcile supplier statements, using Excel as necessary by exporting supplier activity to Excel.
- Ensure credit balances on the Purchase Ledger are followed up.
- File invoices in a systematic manner.
- Prepare payment runs as required through Barclays.Net, the online banking system.
- Process bank payments and receipts to the Purchase and Sales Ledgers on the Sage accounts system.
- Maintain banking records by updating the cashbook onto Excel and reconcile to the online banking system.
- Keep Chambers central account updated on Excel on a daily basis and follow up on outstanding items regularly. This is also reconciled on a monthly basis within Excel.
- Maintain Petty Cash records and ensure petty cash is reconciled regularly, on Excel and Sage.
- Assist with the preparation of barristers' cheques for banking on a weekly basis.
- Assist with the preparation of the monthly direct debt collection list.
- Provide assistance and support to the Head of Finance and Finance Assistant as required on ad-hoc projects.



Person Specification:

Qualifications	A minimum of 5 GCSEs at Grade A-C, including Maths and English or equivalent.
Experience	<ul style="list-style-type: none"> • Previous experience of working within a finance team is essential. • Experience of using Microsoft Excel is essential. • Experience of using of an accounting package is essential • Use of an online Banking system essential.
Skills and competencies	<ul style="list-style-type: none"> • Excellent attention to detail and an understanding of the importance of recording information accurately. • Ability to multi-task under pressure and meet tight deadlines. • Ability to use own initiative and escalate issues to Head of Finance or other colleagues as appropriate. • Ability to work as part of a team. • Excellent organisational skills including the ability to manage and prioritise workloads. • Experience of other Microsoft packages e.g. Word is desirable.

Remuneration: Annual salary, £12,500.

Working hours: Monday – Friday, 9:00am to 1:00pm (20 hours) or;
Wednesday, 9:00am to 1:00pm and Thursday and Friday, 9:00am to 6.00pm (20 hours).

Application: To apply, please send your CV and a covering letter which highlights how your experience and competencies match our role requirements to the Human Resources Assistant, Olivia Scott at o.scott@doughtystreet.co.uk. Applications close at 12 noon on **Friday 26th January 2018**. Applications submitted after this date will not be considered. It is anticipated that interviews will take place the week commencing **29th January**.