



Accounts Assistant

Practice Area	Operations
Line Manager	Adele Panayi – Accounts Manager
Hours	14.5 (2 days)
Location	Hertford

About Longmores

Longmores is a progressive firm of specialist solicitors renowned for its professional yet personal service that has been advising businesses and individuals in Hertfordshire and across the country since 1819. All our lawyers are specialists in their respective areas of law acting for a wide range of commercial, private and public sector clients.

We are ranked in The Legal 500, a leading legal directory, and hold many accreditations including Lexcel, Customer Service Excellence, Cyber Essentials+ and ISO9001. Collaboration is at the heart of everything we do. You will find us structured but not hierarchical with a friendly and supportive environment. Our aim is to recruit progressive, forward-thinking individuals who wish to be part of our growth and who share our core values:

- Open and honest
- Working together
- Valuing people
- Taking pride in what we do

Find out more about the firm at www.longmores.law

About the Operations team

The Operations team provides central support to the firm. The Operations team oversees everything non-legal, including human resources, marketing, business development, compliance, premises, information technology and accounts.

About the role

The Accounts team are looking to recruit an Accounts Assistant on a part-time basis. The person appointed will work alongside the Accounts Manager and a second Accounts Assistant and be part of the wider Operations team.

Skills, experience and qualifications

- Log cheques received onto excel spreadsheet. Scan copy of cheque to fee earner and secretary in order for them to submit an auto posting to the accounts system.
- Log onto bank. Inform secretary and fee earner of any funds received, and process, as above.
- Transfer and write off of WIP.
- Posting bills, writing off of bills, posting credit notes.
- Posting auto transactions.
- Writing cheque details into paying in books and taking them to the bank.
- Printing cheques.
- Bank reconciliations.
- Transferring daily bill payments on bank.
- Purchase ledger – posting of invoices received and paying due invoices on a weekly basis.
- Month end
- Deposit account transfers
- Reports – printing weekly aged debt, month end reports and WIP & debtor's meetings with practice areas
- Posting staff expenses
- Card payments

About the person

- A legal cashier qualification would be an advantage but not essential
- Strong academic record
- Strong numeracy skills
- Ability to work under pressure and flexibly when required
- Ability to use initiative and work unsupervised
- Strong verbal communicator and interpersonal skills
- Excellent attention to detail
- Ability to pick up new systems and procedures quickly
- Ability to deal with a large volume of work, managing conflicting priorities whilst ensuring that every job is handled with the highest levels of accuracy and care
- Motivated and pro-active
- Well-developed IT skills including Microsoft Outlook, Word and Excel
- Understanding of privacy and confidentiality
- A team player who is looking to work with a progressive, well regarded firm

General requirements

- Based at the office two days per week, preferably on a Monday and a Thursday
- Part time position

How to apply

Please email Su Turley, Head of Operations, at su.turley@longmores.law with your CV and a covering message explaining your interest in the role.