



Operations Manager *Accounts Department*

The Firm:

Devonshires is a leading City law firm. We provide high quality legal services to our UK and international clients. We are recognised as a medium-sized niche firm, specialising in commercial / corporate, civil litigation, community housing, employment, projects and property especially in the area of social housing. Over the past few years we have grown significantly and now have over 240 employees and Partners and have opened offices in Leeds and Colchester.

Job Purpose:

To manage the day to day operations of the accounts processing team, this is a team of five. The role will have a particular focus on internal controls, new business intake, billing, cash applications, disbursements and office accounts payable, cash management, client account maintenance, and rates/pricing matrix. Daily liaison with the FD and the Management Accountant, along with Partners and Support Heads across the business will also be required.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Managing, developing and training a finance team of 5 (including delegation of work, performance monitoring and reviews);
- Manage the expenses process, ensuring accurate recording of all expenses, their analysis and authorisation;
- Manage the recording of employee loans and ensure that they have been properly authorised;
- Manage the month end account close down procedures;
- Monitoring and controlling the procedures regarding Time Recording, WIP, Billing, Disbursement, and Accounts Payable, Payments and Receipts;
- Managing the Accounts Payable and Disbursement payable statement reconciliations;

- Reviewing the monthly payroll instructions and ensuring these are correctly processed and properly authorised;
- Ensuring the firm's accounting procedures are up to date, and developing and maintaining the accounts manual on the intranet;
- Ensuring all employees and Partners are made aware of changes to the above;
- Ensuring any new processes have the necessary controls and procedures put in place;
- Ensuring information on Partner 4 Windows (P4W) is up to date and accurate (including charge rate matrix, users, joiners and leavers);
- Provide training to employees and Partners as necessary;
- Managing the Cashier Supervisor to ensuring compliance with Solicitors Accounts Rules (SAR);
- Managing the monthly client, intervention and office bank reconciliations;
- Managing the firm's residual balances, suspense account and office to client and vice-versa transfer process;
- Managing the Cashier Supervisor in ensuring the annual SAR review runs smoothly;
- Any other reasonable duties as required.

Person specification

Essential

- A-level standard including Maths or English or Business Studies or similar;
- AAT qualification;
- Minimum 3 years' experience in a similar role within a professional services organisation;
- A high attention to detail to produce work/documentation which is consistently of a high standard ;
- Comfortable checking the work of others in the team and working at a pace whilst maintaining quality and eye for detail;
- Experience of managing and motivating a team including performance management where required;
- Good working knowledge of professional services IT systems including: Practice Management Systems, Outlook for Windows, Excel and Word;
- Sound knowledge of the Solicitor's Accounts Rules;
- Good time management skills with the ability to prioritise workload, to have a flexible approach to ensure all deadlines are met;
- Must be able to work as part of a team and possess excellent communication skills both written and verbal;

- Reliable and trustworthy and possess a willingness to learn whilst maintaining an exceptional eye for detail;
- Ability to show initiative and work without supervision yet is flexible in approach and attitude to work and meeting of deadlines;
- Not afraid to give feedback to others when managing a team, take on performance management and take a robust approach to ensuring accounts processes and procedures are followed;
- Resilient

Desirable

- Degree qualified – Business or Accounting degree;
- Qualified Accountant ACCA, CIMA or ACA accountant;
- 3 years' experience in a law firm;
- Experience with Partners 4 Windows.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by clicking [here](#).

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com.