



## Management Accountant

### *Accounts Department*

#### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds & Colchester we provide legal services throughout England, Wales and Northern Ireland. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development.

#### **Job Purpose**

The management accountant is responsible for preparing monthly and quarterly accounts and management information for Partners, carrying out in-depth analysis of and opinions on business performance, supervising the process for monthly reporting to clients, working with the firm's IT department to ensure the firm's practice management systems are working effectively and providing the support the firm requires.

#### **Main Duties & 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.*

- Help the Finance Director to supervise the Accounts Assistant;
- Prepare monthly and quarterly management information including firm, office and department P&Ls, Balance Sheets, Fee Reports and KPIs including commentary and analysis;
- Preparation of the annual budgets, forecast and plans;
- Preparation and monitoring of cash flow forecast of the firms businesses for at least 12 months into the future;
- Supporting the process providing financial information to clients, partners and staff on fees, debtors, and time recording when required;
- Preparation of the quarterly VAT returns and dealing with VAT issues (including VAT inspections);

- Processing the monthly payroll into the accounting records, liaising with the HR Department re the monthly payroll report and AXA/PPP Healthcare, completing PAYE returns, P11D's and PSA;
- Ensuring all reconciliations of balance sheet accounts (especially control accounts, and integrity checks) are carried out monthly and accurately;
- Ensure all transactions are properly recorded and reported;
- Managing the maintenance of fixed asset records including the fixed asset register;
- WIP, debtors and disbursement monitoring and reporting;
- Working with the firm's IT department to ensure the firm's practice management system is up to date and producing the support it required to the business;
- Assisting the Finance Director as required with the preparation of other management or financial information;
- Assisting the Finance Director in preparing the information for external audit;
- Suggest updates and improvements to systems and processes;
- Keeping abreast of changes in financial regulations and legislation.

### **Person Specification**

#### **Essential skills and requirements**

- Accounts qualified (e.g. CIMA, ACCA, ACA);
- Minimum of 3 A-C grades at A Level;
- At least 2 years' experience in a similar role in a law firm;
- Strong working knowledge of the Microsoft IT suite, in particular advanced Excel knowledge;
- Experience of working with Partner 4 Windows, 3E, Aderant or similar.
- Proven ability in working successfully within an accounts team;
- Able to convey clear and concise information to Partners and employees both in written form and face to face;
- 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;
- You will be a reliable and trustworthy person and possess a willingness to learn whilst maintaining an exceptional eye for detail;
- Ability to work without supervision, engage with the work you are undertaking and show initiative in relation to the work you are doing;
- You will be flexible in approach, attitude to work and meeting of deadlines;
- You will have a high attention to detail to produce work/documentation which is consistently of a high standard.

- Possess a good knowledge of the Solicitor's Accounts Rules

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](mailto: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](http://www.devonshires.com).*