



## Management Accountant

### *Finance Department*

#### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester we provide legal services throughout England, Wales and Northern Ireland. 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 and Projects and Property Development.

#### **Job Purpose**

The Management Accountant is responsible for preparing the management information to Partners which includes carrying out in-depth analysis of and opinions on management information, effective delivery of the annual budget and working with the firm’s IT department to ensure the firm’s practice management systems are working effectively. The successful candidate will have a prominent role in developing management and business information, to help the Finance Director in providing insightful decision-making information to Partners, and the opportunity for progression as the firm grows.

#### **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.*

- Preparation of monthly and quarterly management information including firm, office and department P&Ls, Balance Sheets, Fee and Working Capital reports;
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- Preparation and monitoring of the firm’s cash flow forecast;
- Management of the annual budget process in line with the firm’s business plan;
- Provision of financial information to clients, Partners and staff on fees, debtors, and time recording when required;
- Preparation of the quarterly VAT returns and resolution of any issues, including VAT inspections;
- Input the monthly payroll into the accounting records, liaise with the HR Department re the monthly payroll report, BUPA and Denplan;

- Completion of P11D's and PSA;
- Reconciliation of balance sheet accounts especially control accounts and integrity checks;
- Management and maintenance of the fixed asset register;
- WIP, debtors and disbursement monitoring and reporting;
- Work with the firm's IT department to ensure the firm's practice management system is up to date and take a leading role in the selection and implementation of replacement systems;
- Manage the month end accounting system closedown routine;
- Assist the Finance Director as required with the preparation of other management or financial information (e.g. to help with investment decisions);
- Assist the Finance Director in preparing the information for external audit;
- Supervision of the Accounts Assistant.

### **Person Specification**

#### **Essential experience requirements**

- A qualified accountant with at least 2 years' post qualification experience in a law firm or partnership environment;
- Strong working knowledge of the Microsoft IT suite, in particular advanced Excel knowledge;
- Previous experience of conveying clear and concise information to Partners and employees both in written form and face to face;
- Previous supervisory experience;
- Experience of working with Partner 4 Windows or similar.

#### **Essential skill requirements;**

- Ability to build strong relationships and take initiative to act without waiting for direction when appropriate;
- Ability to efficiently interrogate data to and to turn into meaningful information to help enable insight to be provided to fee earners and department heads;
- Good time management skills with the ability to prioritise workload effectively;
- Strong attention to detail ensuring the production of work/documentation of a high standard.

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).