



Finance Assistant

Finance Department

The Firm

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Job Purpose:

The Finance Assistant assists the department with all aspects of accounts administration, including all aspects of legal cashiering.

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.

- Residual Balance administration and general financial assistance for the Real Estate and Projects Department;
- Reconciliation of client matters for both office and client ledgers;
- Office and client account banking and processing;
- Process client and office account payments by BACS/CHAPS;
- Archiving of ledger files.

Skills and Experience Required

- At least 12 months experience achieved within a legal accounts working environment;
- Previous experience of residual balance reconciliation and experience of all aspects of commercial conveyancing accounting;
- Minimum of 5 A-C grades at GCSE or equivalent including grade B in English Language, Literature & Maths;
- A high attention to detail to produce work/documentation, which is consistently of a high standard;
- Good IT skills (competent in Excel and Word);
- Good time management skills with the ability to prioritise workload;
- Has 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;
- Willingness to excel within an accounts environment and keen to learn;

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 complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

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