**Job description**

**Job title:** Finance Assistant

**Department:** Business Services

**Location:** London

**Reporting to:** Financial Controller – Shirin Sherali

**Hours:** 9:30am – 5:30pm, Monday to Friday. Hybrid working: 3 days in the office. Some flexibility is required from time to time to meet the professional requirements of the role.

**Contract:** Permanent

## Overall purpose for this role

The team are responsible for ensuring the sufficient and prompt arrangement of finances for the business’s operations. The Finance Assistant will assist the Financial Controller and Finance Director with day-to-day financial operations such as budgeting, reporting and other ad hoc financial work.

## Objectives of this role

## Support the Financial Controller and Finance Director in firmwide projects.

## Assist with operational processes and procedures.

## Support with firmwide budgeting.

## Assist with the Firm wide Work-In-Progress (WIP)

## Assist the financial controller in ensuring the firm complies with financial regulations and laws.

## Performance Measured By

## Efficiency in dealing with work and accuracy of work produced.

## Ability to work with initiative; maintaining a flexible and responsible approach.

## Personal development and contribution to the overall objectives of the firm.

## Good attendance and timekeeping.

## Person specification

## Genuine interest to work with a leading claimant law firm and passionate about providing access to justice for all.

## Preferably 1-2 years’ experience working within a finance function

## Relevant experience in working with external stakeholders such as third party insurers, suppliers, clients and defendants and internal stakeholders such as partners, finance/accounts team, etc.

## Ability to demonstrate a professional and courteous manner in person, written and oral communication (email, telephone). Ability to communicate accurately, clearly and concisely, both verbally and in writing.

## Ability to work in an organised and methodical manner and work well under pressure / deadlines.

## Ability to deal sensitively with clients.

## Relevant experience in using a variety of IT packages (MS Word, Excel, Case Management Systems, Outlook).

* Good understanding of accounting principles, practices and procedures.
* Working towards a qualification such as ACCA, ACA or CIMA is advantageous.

## Ability to work and contribute in a team environment.