**Job Description**

**Job title:** Financial Accountant

**Department:** Business Services - Finance

**Location:** London

**Reporting to:** Financial Controller

**Hours:** Full-time role (5-days, 35 hours per week), 2 days per week may be worked at home, subject to the requirements of the firm’s home working policy. Office hours are 9.30am to 5.30pm Monday to Friday

**Contract:** Permanent, full-time

**Overall purpose of the role**

We are seeking a skilled financial accountant to maintain our financial records and ensure compliance with accounting regulations at Leigh Day.  
  
As a financial accountant, you will be part of a team to oversee the organisation’s financial health. Your expertise in financial analytics, Internal and External reporting will help drive sound decision-making by senior management and help the company achieve its strategic objectives. As a vital team member, you will be critical in interpreting financial data, and identifying areas where further improvements could be made to optimise efficiencies in existing processes and policies.

**Objectives of this role**

* Preparation and maintaining financial records, including Financial Statements, balance sheet reconciliations and general ledger accounts.
* Reconcile any financial discrepancies and resolve.
* Work with External accountants in providing supporting documentation and extended Trial balance with adjustments.
* Reviewing financial documents and transactions to ensure accuracy and compliance.
* Performing financial analysis and reporting to support business decisions.
* Assist in preparing and reviewing annual/half yearly budgets, forecasts, and quarterly variance analysis to budget.
* Assist in updating and developing accounting policies and procedures at Leigh Day.
* Assist in maintaining accurate records on new PMS, Elite 3E, with the view of assistance when required for bookkeeping accuracy upon implementation of Elite 3E.
* Providing timely financial information to support decision-making processes.
* Assist with maintaining monthly Cashflow statement and forecast.
* Prepare and maintain monthly Partner payments and keep accurate record of Partner Accounts on quarterly cycle.
* Understand the Loans recorded in the ledger and maintain and reconcile monthly.

**Required skills and qualifications**

* A bachelor’s degree in accounting, finance, or a related field.
* Professional qualification such ACCA or ACA is preferred.
* 2+ years of experience in accounting or finance.
* Good technical knowledge in IFRS accounting standards
* Strong understanding of accounting principles, practices, and procedures.
* Proficiency in Accounting Software Elite 3E & Microsoft Office Suite (Outlook, Excel, Word).
* Excellent analytical and problem-solving skills.
* Attention to detail and accuracy in financial data analysis and reporting.
* Ability to work independently and collaboratively in a team environment.
* Effective communication and interpersonal skills.
* Great organisational and time management skills.