

JOB DESCRIPTION	
Job Title:	Assistant Accountant
Office:	Pathfinder Legal Services Ltd
Directorate:	Finance
Reports to:	Head of Service (Finance, Operations and Compliance)
Grade:	C/D
Location:	Huntingdon / Northampton / Shefford (With travel to other offices as required)
Hours:	Full Time (37 hours)
OVERALL PURPOSE OF THE JOB	
<p>The post holder will be responsible for ensuring that the day to day financial activities carried out by the firm are accurate and timely and are consistent with the statutory requirements of a limited company.</p> <p>The post holder will be responsible for supporting the Finance Manager in ensuring day to day compliance with the Solicitors Account Rules. This role will provide an overview of processes to maintain a high level of SAR compliance by the firm.</p> <p>The post holder will be an active member of the Compliance Team and work closely with the Compliance Officer for Finance and Administration to investigate any finance breaches.</p> <p>The post holder will assist the Head of Service (Finance, Operations and Compliance) in controlling the finances of the company and reporting the performance of the company to Directors and Shareholders.</p>	
MAIN ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Perform weekly and monthly financial reconciliations 2. Perform VAT reconciliations 3. Preparing monthly management accounts for LSLT, Chief Executive and the Board 4. Maintain the company's financial ledgers and daily financial transactions 5. Review and check documentation to identify discrepancies in the company's ledgers and accounts (if any), tracking to source and correcting them 6. Monitoring payroll control accounts and performing payroll journals 7. Posting accruals and other journals 	

8. Verify payments and deposits made through the company bank accounts, and co-ordinate transactions with the bank
9. Produce daily/weekly/monthly management reports for the Legal Services Leadership Team
10. Collaborate with the finance team to perform various accounting tasks including SAR/GDPR/Lexcel requirements
11. Lead on review of the finance procedure compliance and ensuring procedures are up to date
12. Lead on internal and external audits in relation to the firm's financial activities
13. Support the firm's external accountants in the preparation of the annual statutory accounts
14. Preparing an end of year analysis and providing advice on financial strategy and key financial metrics/KPIs
15. Assist in various firm wide projects as a member of the project team or in terms of financial input
16. Assist the Head of Service (Finance, Operations and Compliance) with budget setting and monitoring
17. Provide support to the Head of Service (Finance, Operations and Compliance) and other managers within the firm as necessary to ensure the most effective provision of finance information in relation to Pathfinder Legal Services Ltd
18. Where required, provide training to colleagues in the finance processes
19. Deputise for the Head of Service (Finance, Operations and Compliance) or the Finance Manager when required as a main point of contact for the finance team
20. Attending Board meetings as and when required
1. Support the Pathfinder Legal Services Leadership Team by complying with all Legal Services' practice management requirements including billing, Lexcel and other accreditation schemes, and compliance with all policies and procedures.
21. Ensure that reasonable care is taken for the health and safety of the team, including compliance with health and safety policy and procedure and to maintain good employment relations within your team.
22. Demonstrate awareness and understanding of equal opportunities, other people's behaviour and their physical, social and welfare needs.
23. Carry out other duties which fall within the broad spirit, scope and purpose of the job description and which are commensurate with the grade of the post.
24. To buddy, train and support colleagues.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks

may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
POSITION:	Assistant Accountant	REPORTS TO:	Head of Service (Finance, Operations and Compliance)
SERVICE:	Finance	OFFICE:	Pathfinder Legal Services Ltd
GRADE:	C/D	LOCATION:	Huntingdon / Northampton / Shefford (but with travel to other offices as required)

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> • Training to AAT level 4 • GCSE grade C/4 or above or equivalent in Maths and English 	<u>Desirable</u> <ul style="list-style-type: none"> • A Level passes or equivalent in at least 2 subjects
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> • Experience of working in an accounts team • An ability to work autonomously and take responsibility for own work • In depth knowledge of the Solicitors Accounts Rules (SAR) • Knowledge of the annual financial cycle in a business context 	<u>Desirable</u> <ul style="list-style-type: none"> • At least two years post qualification experience preferably gained in a Local Authority setting • Experience of working in an environment that processes multiple transactions from various sources

- Experience of planning and prioritising work within changing environments and dealing with conflicting priorities and pressure
- Experience of working with internal/external auditors and supporting on an audit/inspection
- Ability to produce management accounts and experience of budget setting
- Experience of working in a legal finance office

SKILLS

Essential

- An ability to work autonomously and take responsibility for own work.
- Excellent influencing skills that promote open and constructive working relationships with colleagues and managers
- Ability to evaluate information in complex situations and the confidence to take sound decisions independently
- Accuracy in financial reporting
- Excellent attention to detail
- Ability to work with sensitive information and keep this confidential
- Good time management skills
- An organised and methodical approach
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations
- Ability to look ahead, anticipate challenges and deal with them pro-actively
- Ability to plan and prioritise work effectively to meet own objectives and those of the team

Desirable

- Flexibility with office hours – working to the demands of the job.
- An approach to problem solving that demonstrates an awareness of a client Council's corporate priorities
- A commitment to Lexcel / Quality Management Standards

- Ability to work under pressure, meet tight deadlines, adapt to change and to manage competing priorities
- Team player with an approachable, adaptable and positive attitude towards work with a willingness to provide cover in colleagues' absence
- Ability to travel to meetings at client offices and to work in other office locations on a regular basis
- Drive, enthusiasm, versatility and self-motivation
- Computer literate with experience in using Microsoft office and accounting software.

EQUAL OPPORTUNITIES & HEALTH & SAFETY

Essential

- Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs
- Ability to demonstrate a clear understanding of and commitment to health & safety