

Job description

Accounts & Finance – Accounts Manager

The role

Working within a Cashiering Team of 4 you will be responsible for the Cashiering function ensuring the smooth and efficient running of the Department.

The team

The Accounts Team is made up of 4 Cashiers and the Finance Director.

Our Accounts & Finance team play a crucial role in maintaining the financial health of our firm by managing day-to-day accounting tasks, assisting with financial reporting, and ensuring compliance with accounting procedures and regulatory standards.

Key responsibilities

- Overseeing the day to day running of the Department
- Overseeing daily and Month End Bank Reconciliations
- Overseeing the annual SAR Audit
- Daily Cashiering tasks
- Legal Aid Billing and queries
- VAT queries, corrections and payment
- Production of Credit Control weekly reports
- Holding monthly meetings with the COFA to ensure compliance, highlighting any issues
- Production of the Month End COFA “Pack” (3-way reconciliation, breach register, residual balances etc.)
- Assisting the Finance Director with the Month End (WIP reporting, review of Unbilled Disbursements, aged creditors etc.)
- Assisting Partners and Fee Earners with ad hoc financial duties
- Troubleshooting cashiering tasks and PMS queries
- Administrator for all Financial Institutions

Salary dependant on PQE, to be discussed at interview.

Further Details – Key Experience

- Be a strong communicator with the ability to work to tight deadlines and to prioritise workloads and enjoy working in a friendly but fast paced and professional environment.
- Minimum 3 years’ experience of Managing a Legal Cashiering function
- Minimum of 5 years’ experience of legal cashiering experience covering both client and office accounts
- Strong billing knowledge and understanding of VAT treatment on disbursements

- Knowledge of Solicitors Accounts Rules (SAR)
- Proficiency in Excel and Reporting.
- A proactive and 'can-do' attitude

Desirable Experience

- Familiarity with P4W (Partner for Windows)
- Experience knowledge of ODBC / SQL Queries

NB: This job description is not to be regarded as exhaustive. There may be other duties and requirements associated with the position and, in addition, as a term of employment, staff may be required to undertake other duties as may reasonably be required of them. They may also, from time to time, be required to use their cars on firm's business.

About us – Blaser Mills Law

We have grown substantially over the last five years, now employing over 140 staff, with a turnover of circa 12 million. We are a full service firm, with half of the turnover coming from the commercial side of our business.

We have created a modern, forward thinking, and responsible business, based on our Core Values. For more information, please see: [Our Core Values - Blaser Mills Law](#)

With an excellent remuneration package, benefits, holiday entitlement and working environment, this is an excellent opportunity not to be missed. It is possible that the role can be carried out flexibly, and we are very open to discussion.

Diversity, Inclusion, Social Mobility and Well-Being

It is part of our DNA to attract the best people and create an outstanding working environment that people want to be a part of, and remain with, throughout their careers.

We are proud of the diversity within Blaser Mills Law, which has allowed us to create a firm full of brilliant, unique minds. Further information can be found at [Inclusion - Blaser Mills Law](#)

We are pleased to be a Disability Confident Committed employer (Level 1).

As a supportive and inclusive workplace, we encourage applications from all candidates with the right experience and qualifications. We are, of course, happy to discuss any reasonable adjustments that may be required. Please email HR@blasermills.co.uk or inform the partner when shortlisted for interview.

How to apply

If Blaser Mills Law sounds like the right fit for you, then please send your CV and a short cover letter to HR@blasermills.co.uk or for a confidential conversation, please call [0203 814 2020](tel:02038142020), asking for Clare O'Connor Ashworth.

Data will be kept in line with our data protection and [privacy notice](#).