**Job Description: Credit Control and Accounts Assistant**

**Job Title:** Credit Control and Accounts Assistant **Your Manager:** Tia Esprit-Cooper

**Wages/Salary:** £27,000 probation, £30,000 post probation **Start Date:** January / February 2024

We are recruiting for a new full-time support role 37.5 hours per week to join our existing Finance Team. You will be mostly responsible for invoicing and reconciling the customer accounts, alongside credit control processes. You will also be involved with day-to-day financial operations assisting in producing timely accounts, key client reporting and assisting with payroll processing for auditors.

The ideal candidate will be accurate, have a keen eye for detail and be pro-active in dealing with other members of the team. This is a varied role working in a fast-paced environment and will give you real experience of working within a successful, growing business. If you think you are right for the role below and meet the core competencies, please apply.

**Key Objectives**

1. Complete all financial accounting tasks following deadlines and to the required standard
2. Ensure that our databases are well maintained, kept up to date and accurate
3. Consistent and strong communication to chase for payments and proactively relay any concerns to Team
4. Assist across all teams in the company with Finance related queries, particularly the Client Managers
5. Timely execution of requests and administrative support to the team

**Main Activities**

The main activities of your role:

1. Finance support

* Complete accounts receivable tasks accurately and on deadline, including invoicing, processing payments and credit control
* Follow a tight month end process, assisting with reconciliations, reporting and electronic filing
* Producing financial reports such as an analysis of sales and direct costs
* Complete accounts payable tasks accurately and on deadline, including processing and paying supplier invoices on terms, internal expense claims and payments
* In addition to your core credit control responsibilities, we will provide you with training on the auditor payroll. We would like the successful candidate to support the Payroll Assistant during annual leave

1. Team support/Other
   * Work collaboratively with your team to ensure all tasks are completed to deadline
   * Keep up to date with client requirements and communicate well with other departments
   * Deal with any internal support requests and process any required paperwork
   * Raise any new ideas with your team and always be on the lookout for ways to improve efficiency
   * Maintain Serve Legal’s high standards throughout your work

* Assist in the smooth running of the office by keeping a clear desk, ensuring all relevant paperwork is kept up to date
* Assist in routinely auditing the department’s processes to pick up on any possible areas of weakness and implement positive changes
* Input to Staff Council
* Assist the Finance Manager with ISO27001

Line of report: You will work within the Finance Team and report directly to Tia Esprit-Cooper.

General Administration: Pay is processed monthly, in arrears.

Hours: This is a full-time role at 37.5 hours per week. The role is hybrid, and you will be expected to work in the office in Victoria at least twice a week. The working hours are between 9:00am-5:30pm, Monday to Friday. It is expected that you will respond positively to requests for working outside these hours. We are willing to work around college days if these fall on a weekday with notice.

**Person Specification:**

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| **Work-based competencies:** |  |
| AAT qualification - Level 3 minimum | Essential |
| Basic Excel skills – ideally familiar with basic formulas and formatting. Further training can be provided. | Essential |
| Ability to use the MS Office suite | Essential |
| Excellent communication skills / good phone manner | Essential |
| Ability to organise time | Essential |
| Ability to multitask | Essential |
| Team player | Essential |
| Ability to work under pressure | Essential |
| Experience of working in a busy office environment | Desirable |
| Worked with Serve Legal previously | Desirable |
| Experience of working in a finance department | Desirable |
| Experience of working with systems and processes | Desirable |
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| **Behavioural competencies:** |  |
| Good eye for detail and passion for accuracy | Essential |
| Ability to cultivate strong working relationships | Essential |
| Personal accountability | Essential |
| Motivation / self-starter | Essential |
| Creative / good at coming up with new processes and ideas | Essential |
| Flexibility & enthusiasm | Essential |
| Desire to constantly self-develop | Essential |
| Desire to work in an entrepreneurial environment | Desirable |

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