

SINCLAIRSLAW Ltd

**Chambers and Partners and Legal 500
ranked firm practising in Cardiff and
London E1**

**Sinclairslaw Ltd is looking for a full-time
apprentice accounts assistant to join our
very busy and expanding accounts team.
You will be eager to learn and willing to
gain accounting qualifications (AAT
levels 2, 3 & 4) - a mathematical mind is
essential.**

Job Title:

Apprentice accounts assistant

Reports to:

Company Accountant and COFA

Job Purpose:

To support the Accounts Department in the provision of Financial Services to the practice by providing competent and efficient assistance in Cashier / Book – Keeping duties.

Key Responsibilities

- To support the operation of the firms accounting system.
- To ensure that all banking is done daily as directed.
- To ensure that all cheques are written on correct amounts and Client Account is never allowed to overdraw.
- To enter postings to the accounts system on a daily basis.
- To ensure that new matters are recorded correctly.
- To assist in the entering of bills.
- To execute Telegraphic Transfers.
- To ensure that all authorised invoices are dealt with in a timely manner.
- To deal directly with clients when receiving payment by cash, cheque or debit/credit card.
- To ensure that all closed accounts are authorised and that nil balances are achieved before archiving.
- To support the operation of the departments credit control system.
- To manage the Petty Cash procedure.
- To manage own work allocation, productivity and quality of work with minimum supervision.

Personal Qualities

- Self-motivated and able to organise own work with minimum supervision.
- Copes effectively in demanding circumstances.

- Good time management, adopting a flexible approach to work.
- Demonstrates persistence and commitment to completing tasks and objectives.
- Delivers work output to the required standard.
- Pays attention to detail and quality of work.
- Demonstrates a commitment to improving working practices and supports company plans and policies.

Working with People

- Ability to build and maintain working relationships with others and is seen as 'approachable'.
- Operates effectively as part of a team.
- Willing to offer help to all colleagues to ensure company success.

Problem Solving

- Demonstrates sound judgement and good decision making when dealing with problems.
- Able to identify a problem arising and can develop a solution or take the correct course of action.
- Knows when to seek guidance or further input from others before taking action.
- Checks that information is accurate and complete.
- Looks for new solutions to problems as well as tried and tested methods.

Communication Skills

- Able to express oneself both orally and in writing in a clear and constructive way.

- Willing to ask questions, listen to others views and accept advice.
- Willing to contribute ideas and seek improvements.
- Good client / supplier handling skills both by telephone and face to face.

Experience Required

Essential

- Working knowledge of computers and software with good keyboard skills.
- Demonstrate a commitment to personal development.
- Practical experience of handling client/customer service enquiries both face to face and by telephone.

Desirable

- Experience of working in a legal environment.
- Practical/academic experience of accounts administration.
- Knowledge of Solicitors Accounts Rules.
- Knowledge of accounting principles.
- Knowledge of credit control.
- Knowledge of accounting software.

Apply

Please apply by going to our company website sinclairslaw.co.uk (about the firm - recruitment) and complete an application form and return it to Emma Monteiro e.monteiro@sinclairslaw.co.uk Closing date 26th June 2023 with a view to interview first/second week of July 2023, Start date, 5th September 2023; This advert will close earlier if there is a

high volume of applicants so we encourage you to get your applications in soon.