

Role Profile	Finance Assistant (Accounts Payable)
<b>Purpose of the role</b>	<ul style="list-style-type: none"> <li>• Managing all aspects of the Firm’s purchase ledger (UK and Overseas)</li> <li>• Working closely with the finance team to ensure accurate and timely transactional posting on the financial systems/PSF</li> <li>• Providing support to the fee earners and secretaries</li> <li>• Providing support the finance team / cover for absences when required</li> <li>• Working with the Finance team to update/test new processes as needed, e.g. in the light of new system functionality or procedure changes/efficiencies</li> </ul>
<b>Reports to</b>	<ul style="list-style-type: none"> <li>• Head of Finance</li> </ul>
<b>Key Internal Relationships</b>	<ul style="list-style-type: none"> <li>• Finance team, fee earners &amp; secretaries</li> </ul>
<b>Key Responsibilities</b>	<p><b>Overseas Suppliers</b></p> <ul style="list-style-type: none"> <li>• Processing and posting onto system all overseas invoices in an accurate and timely manner</li> <li>• and SUN</li> <li>• Opening new Foreign Purchase ledger accounts in PSF and SUN</li> <li>• Saving the foreign purchase ledger invoices/fee notes in the case worksites within the document management system (DMS), along with relevant supporting information and documents</li> <li>• Entering other charges onto the system in a timely manner e.g. Borgwarner special invoicing requirements – monthly basis</li> <li>• Liaising with foreign suppliers / agents as and when necessary to resolve queries, requesting copies of invoices etc.</li> <li>• Reconciling all overseas supplier statements at least once a month, chasing up any missing invoices and posting them on the system for prompt onward billing to the Firm’s Clients.</li> <li>• Responding to queries from fee earners and secretaries in an efficient, effective and helpful manner</li> <li>• Developing a good understanding of Firm’s systems e.g. case management, financial management and billing systems</li> <li>• Adhering to the Firm’s financial control and governance policies</li> <li>• Providing cover for other staff members of the accounts team in their absence</li> </ul>

- Documenting key processes and updating existing 'How to guides' as and when necessary.
- Other accounts administrative tasks as and when requested

**UK/Domestic Suppliers**

- Allocate and post all cash paid out and refunds received (if any) on a daily basis (previous days banking)
- Perform weekly bank reconciliation for all bank accounts
- Preparing Daly Crowley report on a monthly basis
- Preparing Globalfoundries report on a monthly basis
- Reconciling WIPO and OHIM statements on a monthly basis
- Posting all UK supplier invoices ensuring that they are all authorised by a partner for payment
- Opening new Domestic purchase ledger accounts in PSF and SUN
- Saving the domestic purchase ledger invoices/fee notes in the case worksites within the DMS along with relevant supporting information and documents
- Liaising with domestic suppliers / agents as and when necessary to resolve queries, requesting copies of invoices etc.
- Reconciling all domestic supplier statements at least once a month, chasing up any missing invoices and posting them on the system for prompt onward billing to the Firm's Clients.
- Adding Service charges to WIP as and when requested (*the requirement for this task is likely to be phased out with the implementation of new systems, once tested*)
- Providing support to all fee earners and secretaries on day to day basis with accounts queries.

**Other Administration Tasks**

- Assist Head of Finance with month end accruals and other balance sheet reconciliations
- Providing cover for other staff members of the accounts team in their absence
- Other finance or business services administrative tasks as and when requested.
- Proactively documenting key processes and updating existing 'How to guides' as and when necessary.

**Person Specification**

<b>Qualifications/Academic Achievement</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 Grade C or above GCSEs, including Maths and English) or equivalent finance qualification/experience.</li> </ul>
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 - 3 years' experience in a similar finance / administrative role.</li> </ul>
<b>Technical skills</b>	<ul style="list-style-type: none"> <li>• Computer literate (e.g. Word, outlook)</li> <li>• Experience of financial systems and Excel</li> <li>• PS Financials (Desirable)</li> <li>• DMS (Desirable)</li> </ul>
<b>Business skills</b>	<ul style="list-style-type: none"> <li>• A high level of efficiency, accuracy and attention to detail is essential.</li> <li>• The ability to multi-task and prioritise, coupled with the ability to be organisationally sensitive and confidential at all times, is essential.</li> </ul>
<b>Core competences</b>	<ul style="list-style-type: none"> <li>• Up to and including a minimum of Level C of the Business Services Career Development Framework, in particular demonstrating: <ul style="list-style-type: none"> <li><b>Quality of Work</b> <ul style="list-style-type: none"> <li>• Delivery of work to a high standard, accurately and in line with agreed processes/formatting/standards</li> </ul> </li> <li><b>Relationship Management</b> <ul style="list-style-type: none"> <li>• A positive, friendly and 'can do' attitude</li> <li>• Sensitive to colleague's needs, views and expectations</li> </ul> </li> <li><b>Communication</b> <ul style="list-style-type: none"> <li>• Effective team working</li> </ul> </li> <li><b>Self-Management</b> <ul style="list-style-type: none"> <li>• Organised, with a willingness to learn and adapt to AAT ways of working</li> </ul> </li> </ul> </li> </ul>