KEATING
CHAMBERS

Job Description

JOB TITLE	Finance & Administration Executive
SALARY	£27,000-30,000 depending on skills and experience plus 6% pension, bonus scheme and other benefits (on completion of probationary period)
LOCATION	15 Essex Street, London, WC2R 3AA
ACCOUNTABLE TO	Finance and Administration Manager
JOB SUMMARY	To provide professional, effective and efficient finance, administrative and organisational support to Chambers. The duties include purchase ledger, sales ledger, petty cash and bank and credit card reconciliation, and using Xero Accounts and Meridian Law Connected (MLC)
STATUS:	Full time 37.5 hours a week

KEY RESPONSIBILITIES

Xero Accounts

- Prepare month end reports for the barristers, checking all recharges for barristers
- Prepare monthly invoices for barristers
- Prepare individual VAT reports

Purchase Ledger

- Process Purchase Ledger Invoices to be coded and submitted for approval on Xero
- Purchase Ledger payments to be checked against supplier statements and processed for payment on Xero
- Credit card statement reconciliation

Sales Ledger

- Assist in processing sales ledger invoices to barristers, incorporating service charge and petty cash expenses
- Process payments received for barristers for sales ledger invoices

Meridian Law Connected

- Undertake MLC reporting/ month end reports/ VAT reports/ Reconcile Cases
- Run reports for month end

- Client payments to be paid off cases

- Daily processing all the bacs payments on Coutts online

Pay Direct by Bottom Line

- Process all the barristers' direct debit charges on Bottom line

Facilities Management

- Identify and implement any necessary maintenance, repair or replacement work for the building, including plant room, lifts etc, overseeing contractors and quality of their work

- Issue cards using security access system and liaise with security company

- Ensure Health & Safety standards are maintained for building and working practices for staff. Assist with external audit of practices

- Assist with fire alarm testing when required

Support the Director of Operations and the Finance and Administration Manager with the following

- Collate Monthly Financial reports for Executive Committee

- Undertake analysis work for Chief Operating Officer / Director of Operations

- Analyse payments and Work Done for Director of Clerking

- Prepare monthly Marketing Expenditure Reports for Head of BD/Marketing

- Provide Weekly Financial Updates

- Produce graphical analysis of Financials

- Budget preparation work

Other

- Update Keating Chambers intranet

- Assist with work for 15 Essex Street Trust – including VAT returns and documentation for quarterly update to shareholders

- Undertake sorting of data submitted to Pupillage portal for interviews

- Act as first point of contact for any issue in the Operations Department

- Assist with management of O2 mobile phone contracts for barristers and staff

- Assist with internal and external events

- Provide reception cover as needed

- Assist barristers with professional indemnity insurance and practising certificates

- Liaise with and manage suppliers

- Assist other departments

- Any tasks as reasonably required to ensure smooth running of Chambers.

- All duties are both for Keating Chambers Service Company Ltd and /or Keating Chambers

All staff are required to:

- Work in a safe manner and identify any health and safety hazards and advise administration.

- Undertake continued training as appropriate for their role.

Duties are subject to change dependent on the requirements of Chambers business.

Skills and experience:

- Strong organisational skills

- Ability to manage and prioritise competing work demands

- Skills to proactively identify potential issues and to suggest and implement solutions independently

- Discretion when handling confidential material

- Attention to detail

- Excellent written and oral communications skills

- Excellent time management

- Ability to work unsupervised

- Team player, willing to step in and help across a small Chambers staff team as needed

- Extensive training will be provided for all duties