

Finance & Administration Executive

Job Description

Duties:

Working with the Operations, Finance and Administration team, in conjunction with the COO and all the other teams.

Key responsibilities Include:

- All basic accounts duties for sales ledger, purchase ledger, bank reconciliation and petty cash.
- Processing all barrister payments on bespoke system.
- Reconciling payments received.
- Using Xero Account software and Meridian Law Connected.
- Process month end invoices, statements and barristers VAT reports all on Xero.
- Year-end financial reports for barristers.
- Credit card statement reconciliation.
- Data processing, payments, data checking and filing.
- Helping barristers with professional indemnity insurance and practising certificates.
- Liaising and managing suppliers and getting best deals available.
- Managing our mobile contract keeping us informed of changes to roaming cost and data bolt ons.
- Online banking.
- Reception cover.
- Assisting with changes to room layouts and furniture removals etc. as and when required (e.g. for in-house seminars, chambers' lunches etc.).
- Assisting with conference refreshment requirements.
- Help with setting up internal and external events.
- Liaising with other departments and assisting in other areas to ensure smooth running of Chambers.
- Any other tasks as reasonably required by the Finance and Administration Manager and the Director of Operations.

Other duties:

- Undertaking ad-hoc organisation tasks for barristers such as celebrations, dinners and Christmas parties. Assisting the marketing team.
- Marketing – Chambers seeks to promote itself actively with clients and potential clients. These activities may take place outside of normal office hours. The post-holder may therefore be expected to provide support such as greeting guests on a small number of occasions during the year.

- Any other tasks as reasonably required to assist other departments as approved by the Director of Operations.

All staff are required to:

- Work in a safe manner and identify any health and safety hazards and advise administration.
- To undertake continued training as appropriate for your role.
- Ensuring that conduct is not discriminatory and does not involve any harassment or victimisation.
- Duties are subject to change dependent on the requirements of Chambers business.
- All duties are both for Keating Chambers Service Company Ltd and /or Keating Chambers.

Keating Chambers is fully committed to equality and diversity in both recruitment and the provision of services. The selection procedure is operated without discrimination, that is to say without regard to irrelevant considerations such as sex, race, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership, religion or belief, or age. If you are disabled and require any adjustments at any stage, please inform us and we will try to accommodate your needs.