**Garden Court Chambers Ltd**

**Management Accountant**

**Reporting to:** Finance Director

**Based in:** Finance Team

**Duties include:**

* Assisting and preparing Management Accounts
* Assisting with preparation and monitoring of Cash flow forecast
* Overseeing activities of Accounts Clerk
* Maintain up to date bank reconciliations
* Prepayment/accrual journals
* Nominal ledger reconciliations
* Assist with the preparation of annual audit file and documents for External Auditors
* Ensuring Company’s’ quarterly VAT Return is submitted and paid in a timely manner
* Purchase and sales ledger control
* Processing supplier and all other BACS payments
* Producing Barristers’ weekly payment statements and associated administrative tasks
* Producing Barristers monthly Chambers Invoices and processing Direct Debit
* Ensuring all applicable expenses incurred are appropriately recharged
* Maintaining Special Fund/Charities Aid Foundation (CAF) accounts and associated administrative tasks
* Producing reports for Barristers/Accountants for VAT and Tax purposes
* Assisting with preparation of Insurance Renewals for Barristers/staff
* WIP reporting/Time analysis
* Adhoc reporting and analysis
* Assisting with any other day to day administrative tasks as necessary

**Knowledge and Experience:**

**Essential:**

* 2 years’ experience of working in a Finance Role
* Knowledge of Accounting packages
* Strong knowledge of Microsoft Office, including intermediate Excel skills

**Desirable:**

* Experience of barristers chambers

**Person Specification:**

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| * Accuracy and attention to detail when recording financial transactions are essential as is the ability to record all financial transactions in a timely manner and keep the records up to date |
| * Strong oral and written communication skills, with the ability to explain information in a clear and understandable way to non-finance professionals * Ability to prioritise ,multitask and use initiative |
| * Good organisational and time management skills |
| * Ability to use own initiative and work unsupervised |
| * Ability to work and co-operate as part of a Team, with a positive “can do” attitude |
| * Ability to follow existing systems and procedures efficiently |
| * Ability to work in a changing and flexible organisation * Excellent record of punctuality and attendance |

**Terms:**

Hours - Monday to Friday, 9am to 5.30pm/9.30am to 6pm (weekly rotation)

Salary - £32K pa

Holidays -25 days per annum pro rata (excluding bank holidays but including three days between Christmas and New Year)

Interest-free loan for travel card (after probation)

Pension, including a 5% employer's contribution after six months, and income-protection schemes