



Angel Wilkins Job Description

Job title	Accounts Assistant
Reports to	Accounts Manager

Job purpose

To support the financial operation of the business by assisting with the management of client and office accounts. The accounts assistant is responsible for processing financial transactions, maintaining accurate records, reconciling accounts, and supporting billing and completion statements, ensuring all work is carried out in line with firm procedures. The accounts assistant will provide general assistance to the accounts team as directed to ensure an efficient service for clients, fee-earners and departmental support staff.

Duties and responsibilities

- Assisting with the management of client and office accounts
- Processing receipts, payments, and financial transactions
- Preparing and posting invoices and other accounting entries
- Reconciling accounts and bank statements
- Supporting month-end and year-end accounts processes
- Working with colleagues to resolve financial queries
- Maintaining accurate financial records and documentation
- Assisting with compliance, audits, and internal checks as required
- General accounts administration and ad hoc finance support

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organization and the overall business objectives of the organization

Skills & Experience

Preferred:

- Previous experience in an accounts or finance role

Essential:

- Good attention to detail and a methodical approach to work
- Strong organisational and time management skills
- Ability to handle confidential information responsibly
- Basic to intermediate IT skills, including Microsoft Excel

Desirable Skill

- Experience in a legal, conveyancing, or professional services environment
- Familiarity with accounting or finance software
- An interest in developing a career in accounts or finance

Person Attributes

- Willingness to learn and develop new skills
- Reliable, proactive, and well organised
- Able to work independently and as part of a team
- Good communication skills
- Comfortable working in a busy, deadline-driven environment