

ASSISTANT ACCOUNTS ADMINISTRATOR

JOB IDENTIFICATION	
Job Title:	Assistant Accounts Administrator
Department:	Finance
Reports To:	Senior Finance Officer

THE ROLE

Principal Duties and Responsibilities:

- Processing of sales invoices on a daily basis and posting to the company's accounting system;
- Dealing with extensive range of queries and requests for assistance from the business in relation to the preparation of invoices;
- Daily posting of office and client bank transactions;
- Dealing with queries from Mauritius-based Processing Team in relation to bank reconciliations;
- Ensuring that bank reconciliations are being performed on a timely basis by the Mauritius Group Processing Team;
- Co-ordinating the daily payment run(s), processing the payments and arranging approval for payments in accordance with the relevant mandates;
- Managing accounts payable, inputting supplier invoices into the company's accounts payable software and obtaining approval from expense approvers;
- Arranging the payment of accounts payable and other payments in line with instructions provided;
- Raising cheques on an ad-hoc basis as required;
- Managing the company's accounts receivable in conjunction with other team members. This will involve identifying overdue invoices, liaising with Fee Earners as appropriate and then following up

with the clients to ensure settlement of invoices;

- Raising and posting of invoices to internal and related companies in line with instructions from the Finance Team;
- Posting of journals to the company's accounting system;
- Assisting with the preparation of the VAT return;
- Reconciliation and management of petty cash;
- Any other duties that may be required from time to time.

Knowledge, Skills and Experience Required:

- Currently holds, is working towards, or is interested in working towards a recognised accountancy qualification (e.g. AAT, CAT);
 - Experience of using a law firm time-recording/billing system would be an advantage, however full training on our systems will be provided;
 - Proficient in the use of the Microsoft Office suite of applications, specifically Word, Excel and Outlook;
 - Knowledge of VAT would be very useful, but not essential as full training will be provided;
 - Attention to detail and the ability to spot and question data errors (words and figures);
 - Ability to prioritise workload and plan ahead to meet deadlines;
 - Flexibility – on occasions working beyond normal finish times will be required;
 - Excellent verbal and written communication skills;
 - Ability to deal with a wide and varied range of queries and requests for assistance from throughout the business.
 - Comfortable working with a remote team;
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