

**Job Description:** Finance Administrator

**Reporting to:** Finance Manager

## Background

Blackstone Chambers is a well-known civil set of barristers, located in the Middle Temple with a staff team of 40 and a barrister membership of over 120.

The Finance Administrator works closely with the Finance Manager, supporting a role covering all areas of the finance operation in Chambers.

The Finance Administrators' responsibilities will cover a range of duties including:

- Processing supplier invoices and payments,
- Assisting with administration of Barristers' service charges and petty cash accounts
- Other bookkeeping tasks such as Bank input & reconciliation
- Assisting with quarterly VAT returns
- Assisting with Barristers annual tax returns
- Ad hoc fee collection related tasks
- Preparation of monthly management accounts

A good working knowledge of MS Word, Excel and Outlook is required. If not already proficient, training will be provided for use of bespoke accounting packages including Sage Cloud Business, Xero, and other barrister accounting software.

The successful candidate will be approachable and have very good communication and organisational skills. The role would suit an individual keen to work in the finance team of a large barristers' practice and could suit a school/college leaver.

## Contract Terms

- Core working hours for this role are 9am – 6pm
- Competitive salary depending on experience
- 22 days holiday per calendar year; limit of one week's holiday permissible during legal term time
- Interest free season ticket loan available after completion of three-month probation period
- Private Medical Insurance and private doctor service available on completion of probation period
- Other staff benefits including income protection, critical illness, and death in service benefits
- Auto-enrolment pension scheme membership

## **Finance Administrator: Job Specification**

Duties to include assisting the Finance Manager with:

1. Posting supplier invoices to Sage Business Cloud;
2. Preparing supplier payments utilising online banking software;
3. Maintaining petty cash accounts and preparing the monthly issue of petty cash invoices to barristers;
4. Preparing quarterly rent invoices to barristers;
5. Preparing quarterly VAT return information for barristers;
6. Preparing annual tax return information for barristers;
7. Reconciling barrister petty cash and rent accounts;
8. Preparing and providing ad hoc reports to barristers and members of staff as and when required;
9. Assisting with the monthly preparation of the chambers management accounts for all relevant committees;
10. Assisting with the electronic distribution of fee notes following weekly payment of barrister fees from the Central Fees Account;
11. Issuing copy VAT receipted fee notes for clients as and when required;
12. Drawing together Aged Debt information for barristers and clients as directed;

And generally, to provide cover for the Finance Manager and Fees Clerks in the event of absences and holidays.

## **Candidate Specification**

The role of Finance Administrator likely to appeal to an individual who is keen to gain knowledge of the accounting aspects of a busy and challenging barristers' chambers and who shows a willingness to learn.

The supportive and friendly working environment will interest a candidate who is confident, possesses a good telephone manner and has the level of organisational and time management skills required to enable prioritising of many and varied tasks.