



## Accounts Assistant – Fixed Term Contract Chelmsford

### **Job Purpose**

We have an exciting opportunity for an Accounts Assistant to progress their career. Initially we are offering a fixed term contract of 6 months' duration. Depending on the firm's ongoing requirements, an extended contract or permanent position may be offered.

The Accounts Assistant reports to the Senior Accountant. The third member of the Accounts Team is the Management Accountant. The Accounts Team as a whole reports to the Chief Operating Officer.

The Accounts Assistant is a core member of the Accounts Team responsible for important accounting duties and tasks that are essential to the smooth running of the firm's client and office accounting operations.

The role is fully office-based. Flexibility is key, with all members of the Accounts Team being expected to help each other out and cover for holiday and other absences.

### **The Firm**

Gepp Solicitors is a leading law firm, based in Chelmsford, with a well-established, growing client base in Essex, London and further afield. The firm has a reputation for consistently delivering excellent client service. This is reflected in a ReviewSolicitors rating of 4.9/5.0, supported by over 1,400 reviews.

### **Responsibilities and Duties of the Role**

These include:

- Processing client and office account receipts and payments, in accordance with the Solicitors Accounts Rules
- Assisting with supplier invoices and payments
- Bank account reconciliations and three-way check
- Accurate and timely closure at each month end
- Credit control responsibilities, including liaison with clients over unpaid debts
- Handling expense claims, credit card purchases and petty cash
- Other miscellaneous accounting tasks and processes as required
- Maintaining robust processes and procedures that safeguard the firm against financial irregularities including fraud
- Maintaining and preserving confidentiality at all times in relation to the firm's and the Equity Partners' financial affairs

### **Personal Specification**

- Experience of working in an accounts team in a regulated professional services firm
- A willingness to keep up to date with the SRA Accounts Rules and relevant changes and developments in the regulatory environment
- Strong Excel skills and familiarity with working in a Microsoft 365 environment
- Aptitude for adapting to new practice and case management, accounting and other software
- Team player qualities and a willingness to help and support colleagues and the wider firm
- An ability to build effective working relationships both internally and externally
- Flexibility, adaptability and a positive “can do” attitude to work
- Integrity, discretion and trustworthiness

### **Salary and Benefits**

- Competitive salary
- Life assurance (4 x annual salary)
- Income protection
- Health cash plan, which offers discounted gym membership and many other benefits
- Employee assistance programme
- Free car parking
- 25 days holiday in addition to public holidays
- Monthly staff lottery

We are committed to recruiting individuals on the basis of suitability for each role, in terms of qualifications and experience. All applications are treated fairly and equally regardless of sexual orientation, race, disability, religious beliefs and any other protected characteristic, ensuring that there are equal opportunities at all stages of the recruitment process.

Please submit your CV (maximum double sided) to Megan Johnson, HR Assistant.

E: [recruitment@gepp.co.uk](mailto:recruitment@gepp.co.uk)