



**Supporting
Solicitors**



ASSISTANT MANAGEMENT ACCOUNTANT

Job purpose: To assist in the provision of management accounting services to The Law Society

Key Accountabilities

Assistant Accountants may work on any aspect of the management accounting function to support colleagues in delivering a high-quality service and specific accountabilities will vary depending on the technical responsibilities required in the management accounts team.. They work under the specific or general direction and supervision of a qualified accountant.

General Accountabilities;

- Supporting colleagues across the Finance, Business Planning and Performance Team
- Accurate and pertinent financial analysis related to financial statements and management accounts
- Working as a flexible team with colleagues of all specialisms
- Developing and improving the efficiency and effectiveness of the systems, processes and activities related to the role

Key Accountabilities;

- Maintaining financial control and financial records for The Law Society
- Balance sheet management including reconciliations as directed
- Provision of support to ensure an efficient month end close process
- Effective and efficient preparation of journals
- Liaise with internal and external auditors
- Supporting the analytical review of accounts and preparation of recommendations for action
- Assist in the preparation of business plans, and the monitoring of the achievement of those plans
- Deputise for the applicable Finance Business Partner



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Knowledge, Skills & Experience

Essential:

- Trainee or Part-Qualified accountant
- Advanced Excel Skills
- Technically developing strength in chosen accounting specialism, up to date with latest developments and requirements
- Experience of operating as a management accounting assistant or similar in practice or a commercial organisation
- Working as part of a professional team
- Strong communication skills, written & oral, with the ability to establish meaningful and trusted relationships
- A specific focus on customer service
- Able to prioritise workloads and work to strict deadlines
- Prioritisation and time management when reporting to multiple stakeholders

Desirable:

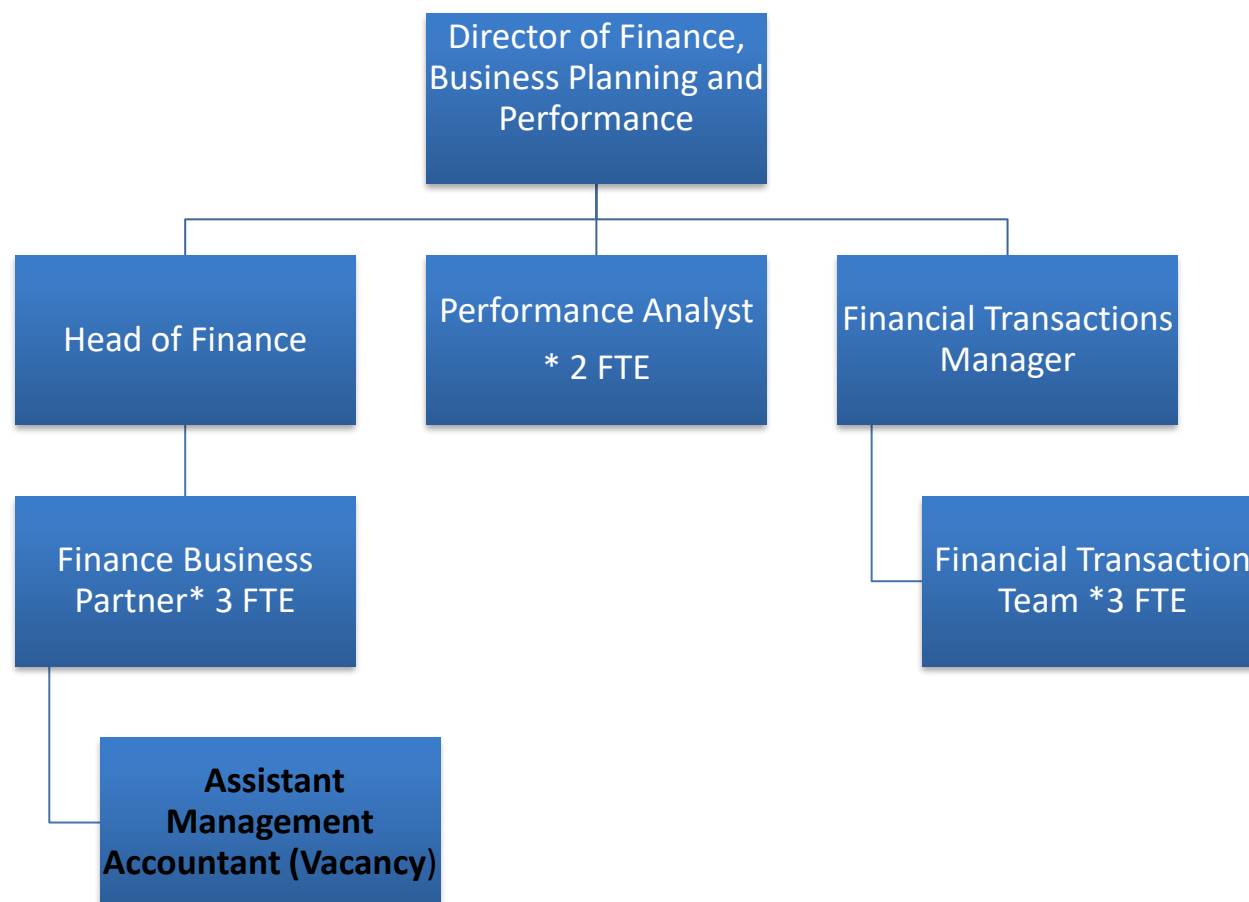
- Educated to minimum AAT level
- Knowledge of AX
- An understanding of the Law Society's business operations and culture

Planning & Organising

- Accountable for the quality and accuracy of assigned work
- Balancing the professional accounting standards, policies and practices with the operational and strategic requirements
- Creativity and flexibility of approach to ensure success
- Champion for continuous improvement

Dimensions

- Working across the Law Society, influencing stakeholders at all levels
- Management across diverse functional areas
- Reporting into 2 Finance Business Partners
- Balancing the requirements of the Law Society with Group Finance





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- TLS commercial income of c£15m per annum, with c£50m expenditure pa