



**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:

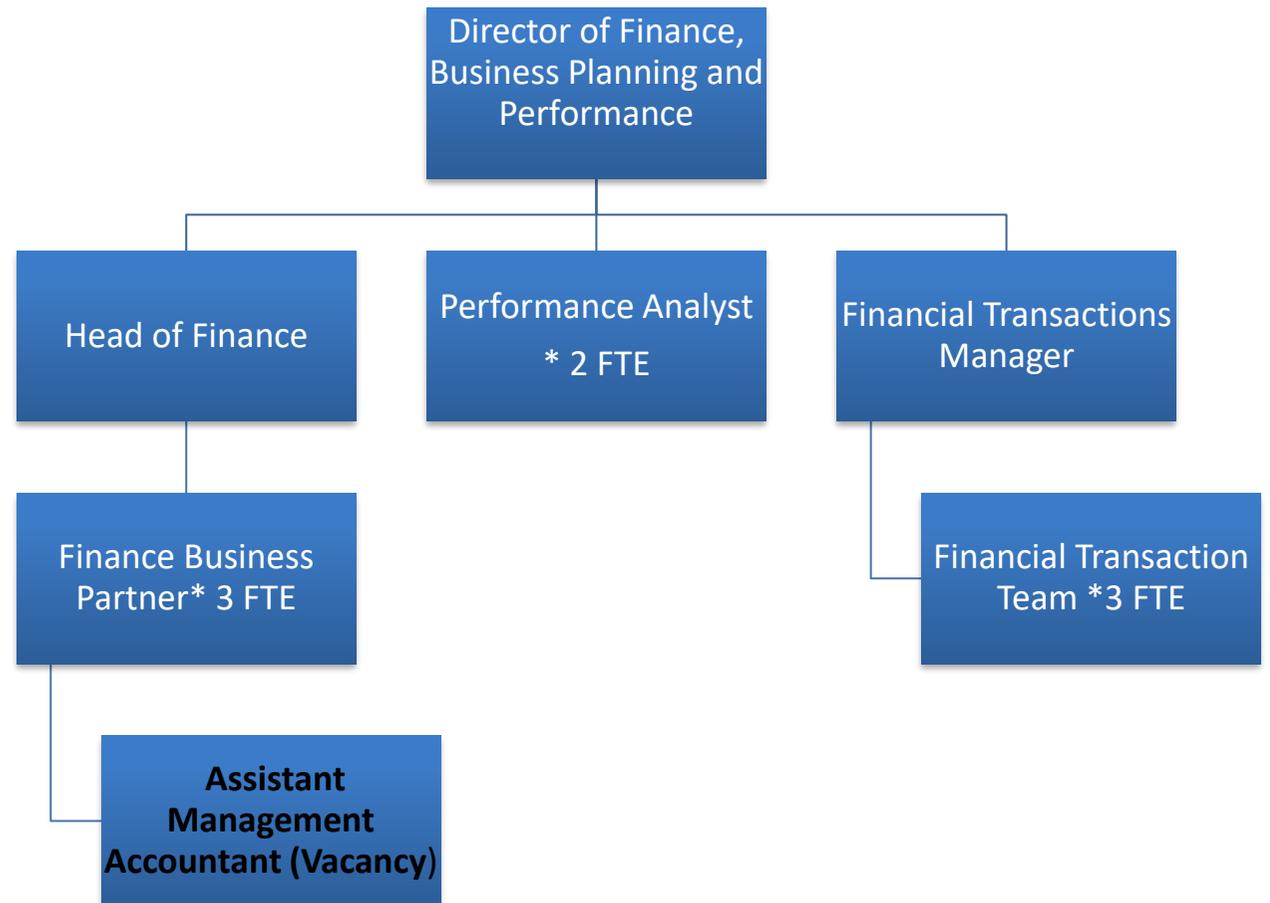
- Educated to minimum AAT level
- Knowledge of AX
- An understanding of the Law Society's business operations and culture

## 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

