



Position: **Accounts Manager**

Location: **Nottingham Office**

Salary: **Negotiable**

Hours: **Full Time**

Closing Date: **31 July 2016**

General Description

East Midlands firm VHS Fletchers are looking to recruit an accounts manager for its busy accounts department based at its Nottingham office. The successful applicant will work as part of a team undertaking centralised accounts management responsibilities arising from five offices across the East Midlands.

The successful applicant will be an enthusiastic individual with a solid grounding in legal accounts with the ability to be flexible and build good working relationships as part of the team. The applicant will also have the ability to work under the pressure generated by the volume of bills processed by a successful, predominantly legal aid, practice.

It is intended that the current accounts manager will continue in post but on reduced hours for the foreseeable future and will continue to undertake some of the more significant responsibilities, allowing for the successful applicant to undertake training in any specific responsibilities.

Key Tasks

- Monthly payroll to include starter/leaver processing, overtime claims, cost allocation, PAYE and pension payments through Sage payroll and accounting software
- Purchase Ledger management including checking invoices, posting entries to correct nominal ledgers, BACS transfers and cheque payments
- Monthly payroll and bank reconciliation for partners' business accounts including posting entries and payments of tax liabilities
- Production of regular management reports and liaising with the firm's accountants and auditors
- VAT administration and online returns

- Bank Reconciliation including allocation of funds received by BAC, posting daily transactions including transfers and monthly reconciliation of office, client and petty cash accounts
- Preparation of legal aid bills for the Mansfield and Derby offices, CRM7 bills and the posting of CRM6 claims firm wide
- Posting and filing of Legal Aid Agency BACS payments in relation to Crown Court and Family work
- Allocation of daily post and emails to within the Nottingham office
- Undertake work at request of fee earners in relation to payments on account, client funds queries, bill allocation and posting
- Office administration firm wide – premises insurances, practising certificates and indemnity insurance

Essential Requirements

- Trained in the principles of book keeping
- Experience of Sage software
- Significant experience in legal cashiering
- Ability to prioritise work clearly in order to meet the conflicting demands of a busy office
- Excellent IT skills

Application

Please send your CV and covering letter to enquiries@vhsfletchers.co.uk by 31 July 2016.