



JOB DESCRIPTION

Accounts & Finance Junior Administrator (Entry Level)

About Joelson	<p>We are a partner-led, London-based law firm with the flexibility to cover a wide array of clients across industry sectors both domestically and internationally.</p> <p>We are committed to excellence and deliver a client-focused, tailored, and bespoke service to both anticipate and meet our clients' needs in assisting them to achieve their short, mid and long-term objectives.</p>
What this means for you	<p>Joelson is ideal for those who would like to be part of an open, inclusive and collaborative team. We are down-to-earth in approach and look for individuals who can hit the ground running and are keen to take on responsibility, whilst being supported and encouraged by the wider team.</p>
The opportunity	<p>Our successful and thriving accounts and finance team are on the hunt for an enthusiastic, responsible and bright accounts & finance junior administrator to assist with day-to-day finance-related tasks.</p> <p>You need have no prior experience as you will gain work-based learning under the guidance and supervision from our friendly team who will proactively support you throughout your journey with the firm.</p>
Team overview	<p>The team currently comprises of our Finance Partner, Financial Controller and a Legal Cashier. This role will work closely with all team members.</p>

T: +44 (0)20 7580 5721
DX 83301 West End 2



Main purpose of role	<p>To fast become a vital member of our Accounts & Finance team in providing a first-class service to the firm and thus, our clients.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none">• Fast, accurate data entry into the firm's accounting system;• Posting bills;• Regular monitoring of monies received on client account;• Accurate postings;• Daily maintenance of the purchase ledger;• Resolution of team concerns and queries in a timely manner;• Promoting positive and constructive working relationships;• Maintaining regulatory compliance (e.g., Solicitors Accounts Rules, HMRC, SRA); and• Remaining fully accountable to the senior management committee, HMRC, SRA and other relevant bodies.
Hours/ days	Flexibility to work from home 3-4 days per week with flexible working hours.
Place of work	Joelson, 2 Marylebone Road, London NW1 4DF.
Ideal candidate	<p>Our ideal candidate will have the following:</p> <ul style="list-style-type: none">• Be confident with numbers• Maths and English GCSEs desirable• Proactive, self-motivated and reliable• Willingness to learn new skills• Excellent communication skills, oral and written• Strong administrative skills• A friendly and personable approach with colleagues and clients• Ability to work either alone or collaboratively with other team members• Strong IT skills, including Microsoft Outlook, Word, Excel and PowerPoint• An ability to pick up new systems quickly.



How to apply	<p>Please send your CV and a covering letter to zohra.f@joelsonlaw.com.</p> <p>Candidates must be eligible to work in the UK as we are unable to offer sponsorship for this role.</p>
Our commitment to inclusion	<p>At Joelson we actively encourage diversity and inclusion as an integral part of the cultural fabric of our firm.</p> <p>We welcome candidates from all backgrounds and are committed to recruiting, retaining and developing our diverse teams. As a part of this, we would invite you to answer our diversity questionnaire (obtainable from HR), so that we have data by which to measure our progress and continue to improve our diversity levels. Such diversity data will be anonymized to protect applicant privacy.</p> <p>Should you need any adjustments to made during the application and/or interview process, please do not hesitate to let us know.</p>