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**ACCOUNTS CLERK**

Garden Court Chambers is a large and dynamic Barristers' Chambers with a team of staff who provide the clerking, financial, marketing and administrative support for over 190 barristers. We are a diverse set, specialising in all aspects of human rights and social welfare law, including crime, family law, housing, immigration, and civil law. We are based in a Grade 1 listed building in Lincoln's Inn Fields, close to Holborn tube station and a range of shops, bars and restaurants.

We now have a vacancy within the Finance Team for an Accounts Clerk. The post requires good organisational and administrative skills, and excellent interpersonal skills and telephone manner.

**Duties**

**Purchase Ledger Control:**

* Ensuring all supplier invoices, internal expense claim forms and credit card transactions are recorded in Sage 50 Accounts in a timely manner and against the appropriate budget (also team and events code where applicable)
* Ensuring supplier invoices and expense claim forms are correctly authorised and paid within payment terms
* Maintain filing system for paid supplier invoices, expense claim forms and credit card statements/receipts
* Arranging lodgements for all cheques received
* Recording lodgements, IBB and cheque payments into Sage 50 Accounts
* Arranging cheque payments where applicable
* Recording monthly petty cash journal into Sage 50 Accounts and ensuring balance reconciles with spreadsheet maintained by Admin Team
* Invoicing external customers for events and use of facilities
* Ensuring all cheques received for Barristers and transactions on weekly LAA statements are accurately recorded in LEX Software and receipts emailed to Barrister/Client
* Recording all payments/recoupments from monthly PSOA statements, not already recorded from weekly LAA statements
* Maintain filing system for PSOA statements and weekly LAA statements for individual Barristers
* From LAA assessments/redetermination notices; calculating payment split(for criminal cases), recording details/scanning to LEX case records and passing to appropriate person in Revenue Control Team (RCT) for appropriate action
* Ensuring documents/cheques relating to part payments are saved to relevant case records and notifying RCT.
* Opening post placed in the Finance Team’s pigeon hole daily and dealing with documents as appropriate
* Maintain spreadsheet with details of all weekly LAA payment statements
* Assisting with any other day to day administrative tasks as necessary

**Essential**

* Minimum of 5 GCSEs (grade C or above) including English and Maths
* Excellent communication skills
* IT literate including a good knowledge of Excel
* Good attention to detail
* Enthusiasm and willingness to develop new skills
* A calm, patient approach to work in a very busy environment
* Neatness and accuracy and a methodical approach to work
* Ability to work unsupervised on regular tasks and ensure they are completed on time
* You can download a copy of the job description here.

**SALARY, BENEFITS AND TERMS AND CONDITIONS**

* This position attracts a salary of circa £23,000 pa pro rata, plus a range of staff benefits.
* Hours: 9.00 to 17:30 or 9.30 to 18.00 Monday to Friday, with one hour for lunch
* Holidays: 25 days per annum (plus bank holidays) pro rata
* Interest-free season ticket loan
* The successful applicant will be required to sign an undertaking of confidentiality.

**HOW TO APPLY**

To download a job description and to apply for the position, please visit the Garden Court Chambers website: <https://www.gardencourtchambers.co.uk/join/staff-vacancies/>

**CLOSING AND INTERVIEW DATES**

The closing date for applications will be **16:00** on **Friday 21st January 2022.** The interviews are expected to take place in the week beginning **Monday 24th January 2022.**

*Garden Court is committed to eliminating all forms of discrimination and to encouraging diversity.*

 *Applications from ethnic minority and women candidates are welcome. We seek to operate a fair recruitment process.*