

## Accounts Payable / Purchase Ledger

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Company: Carousel Consultancy

Location: Old Bailey

Category: other-general

Accounts Payable / Purchase Ledger Cashier - City Law Firm - London / Hybrid Working  
- up to £35k

We are looking for an experienced Purchase Ledger / Accounts Payable Cashier to join the finance team of a successful City law firm as soon as possible.

Joining a team of 5, the Accounts Payable Cashier will be responsible for recording client invoices and ensuring invoices have been approved, as well as assisting with client transactions and ensuring strict adherence with the Solicitor Accounts Rules.

We are looking for candidates with previous experience working in a Purchase Ledger / Accounts Payable role, experience of Aderant accounting system (or a similar system) and good working knowledge of VAT and Solicitors Accounts Rules (desirable).

What's on offer? This is a great opportunity to join a progressive, friendly and hardworking team who are client focused and enjoy the challenges of working for a successful City law firm. Our client is offering a competitive salary (dependent on experience) and core and flexible benefits scheme, which includes 25+ days annual leave, pension scheme, life assurance, private medical insurance, enhanced sick pay and maternity/paternity pay, discretionary bonus, wellness subsidy, childcare vouchers, cycle to work scheme, dental cover and more!

Standard working hours are 9.30am - 5.30pm and hybrid working is offered.

Key responsibilities as the Accounts Payable / Purchase Ledger Cashier will include:

- \* Recording supplier invoices
- \* Ensuring invoices have been approved by the budget holder with correct cost codes
- \* Maintaining accurate logs of the prepayment report
- \* Processing staff expenses
- \* Reconciling vendor statements and resolving discrepancies
- \* Coordinating payment runs of supplier invoices weekly
- \* Coordinating payment runs of staff expenses twice per week
- \* Issuing supplier payments on demand
- \* Monitoring office credit balances
- \* Providing cover for posting office and client receipts and ensuring CHAPS, BACS and cheque payments are administered
- \* Contributing to cashiering projects

And more.

What we're looking for:

- \* Previous experience in a similar Purchase Ledger / Accounts Payable / Legal Cashier role is essential

\* Experience of using an accounting system is essential (Aderant is advantageous)

\* Knowledge of Solicitors Accounts Rules is highly beneficial

\* Good understanding of UK regulations and VAT

\* Strong IT skills in MS Office, in particular Excel

\* Excellent communication skills

\* Strong academics including GCSE English and Maths

\* Ability to work well under pressure, multi-tasking to meet deadlines

Interested in this Purchase Ledger / Accounts Payable opportunity?

If you have the relevant experience required for this role and are keen to apply, then please ensure your CV showcases your skills and experience and submit it ASAP, quoting LO - Accounts Payable / Purchase Ledger Cashier - City Law Firm'

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