

## Junior Finance Assistant

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Company: Get Staffed Online Recruitment

Location: United Kingdom

Category: office-and-administrative-support

## Finance Assistant

### Full-time, Permanent

Are you looking to develop your career within Finance? Do you have an eye for detail and ability to achieve high levels of accuracy within your work? Are you looking to develop within a collaborative environment?

Our client, Kings Court Trust are looking for a Junior Finance Assistant to join their wonderful Finance Team in which will be an exciting time in the business's growth, to help them deliver award-winning estate administration service to their clients.

### What you'll be doing

You will be part of the Finance Team, with responsibility for managing the billing and disbursement client account ledgers for Kings Court Trust including bank reconciliations, processing and posting payment slips, running payment runs across different banking platforms, and working on tasks in the Client Finance month-end process.

### Duties may include, but are not limited to:

Overseeing the daily and monthly bank reconciliations for Kings Court Trust and their client bank header accounts.

Managing the reconciliation of the individual balances of virtual bank accounts to individual case balance on Proclaim (case management tool) including statement reconciliations at month-end.

Overseeing the management of the billing and disbursement ledgers for Kings Court

Trust client accounts, including approval and posting slips for invoices for professional fees and disbursements.

Reviewing and posting bank payment slips to the correct bank nominal codes and platforms, and working with the Client Finance Team to prepare batch payment runs and entering these onto the bank.

Setting up and dealing with foreign payments for overseas beneficiary distributions on Kings Court Trust and processing onto the ledger correctly.

Working alongside and supporting the Service Delivery Team (Operations) on case-to-case matters regarding estate funds management.

Other ad hoc tasks as outlined by the CFO and Finance Manager.

### **The ideal candidate**

We understand you may not have all of the below skills or experience, but we would encourage you to apply if you have some of the below:

Mathematical knowledge and numeracy skills.

A working knowledge of Microsoft Excel.

Able to work with accuracy and attention to detail.

Problem solving skills.

Effective communication skills, both written and verbal.

An interest in developing a career within Finance.

Have gained qualifications in Finance, Business (Management or Administration) or Economics.

### **What we can offer you**

25 days Holiday Entitlement

Buy up to 5 days additional annual leave

Health Cash Plan – Cash back for Dental, optical, and other treatments

PERKS – Employee discounts across a range of high street products.

Income protection insurance

Life assurance policy

12 weeks Enhanced Parental leave policy

Cycle to work scheme

Employee Assistance Programme

Need to know

Salary: £23,250 per annum

Location: Bristol, On-site

Hours: Typical office hours are 9am – 5pm, flexible working available

Start date: ASAP

### **Equality and diversity**

Kings Court Trust is committed to equality and diversity in employment and all of its activities. They ensure that all successful applicants are selected based on their relevant merits and experience and that people are given equal opportunities within the workplace.

If this opportunity excites you and you'd like to consider joining us, please apply today with your CV!

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