

Recruitment of an Accounts Administrator - London

Maitland is an international firm providing wealth services to private and institutional clients. We provide the highest levels of expertise and competence working in a way that is uniquely personal, proactive and responsive. Family offices and institutions have trusted us since 1976 to preserve, manage and grow their assets. We work with our clients and not just for them, from offices in the British Virgin Islands, Cape Town, Dublin, Durban, Geneva, Isle of Man, Johannesburg, London, Luxembourg, Malta and Monaco. Maitland is one of the few wealth services groups with the breadth of knowledge and insight to create integrated, comprehensive global solutions.

An opportunity has arisen for an Accounts Administrator to join the Finance team in our London office.

Summary of the position

The Accounts Administrator will work closely with the Accountant and Senior Accountant, assisting with preparation of the monthly management accounts and all aspects of the finance function.

Outline of main duties and responsibilities

The Accounts Administrator will be expected to:

- Code and process all supplier invoices, ensuring appropriate authorisation procedure;
- Provide billing support for PAs, including issuing credit notes and doing bill reversals;
- Prepare BACS payment instructions/cheques and processing them in Aderant Expert;
- Raise intercompany invoices;
- Prepare bank reconciliations for all bank accounts;
- Prepare standard monthly journal entries, including depreciation, salaries, accrual/prepayments, bad debt provision etc.;
- Maintain the Fixed Asset register and standard recharges spreadsheet;
- Control all petty cash within the office, including making authorised payments, analysing expenses and processing in the system;
- Other ad hoc tasks as required.

Skills and experience required

The successful candidate will:

- Have a sound overall knowledge of the accounting function;
- Have a relevant degree or other accounting qualification;
- Have excellent computer skills, and in particular a good knowledge of Microsoft Office including Excel (Advanced), Word and Outlook;
- Experience of working in a similar role in a professional services or law firm would be an advantage;
- Experience working with a practice management system and Aderant Expert in particular, is of a distinct advantage;
- Have outstanding organisational and time management skills;
- Be a self starter and have the ability to progress projects forward without constant guidance;
- Be able to work as a part of a team and show commitment in ensuring all local and group deadlines are met.

Reporting structure

The Accounts Administrator will report to the Senior Controller – Financial Accounting based in the London office.

Remuneration level

Remuneration will be market related and commensurate with experience and seniority. In addition, the successful candidate will receive a competitive benefits package and be eligible to participate in the firm-wide discretionary bonus scheme.