

PHI<sub>x</sub> FINNEY<sub>x</sub> MCDONALD

Position	Accounts Clerk
<b>The Firm</b>	Phi Finney McDonald is a litigation law firm with offices in Melbourne, Sydney, and London. We specialise in complex and large-scale litigation, with a focus on shareholder class actions. The firm has a strong commitment to social justice and is looking for people who want to make the world a better place. Our values are reflected in the excellent remuneration and benefits on offer, and our belief in flexible working arrangements. We value diversity and are eager to receive applications from candidates with different backgrounds.
<b>Job Summary</b>	Working within our accounts team this position will support the accounts officer to primarily review legal invoices for accuracy in accordance with firm policies and guidelines.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct thorough reviews of all invoices to ensure time entries are accurate and comply with policies and guidelines</li> <li>• Explain recording principles or reasons for changes</li> <li>• Collaborate with members of the finance team and other business units involved in the billing process to ensure efficiency and consistency in the billing process</li> <li>• Ensure timely and accurate billing process</li> <li>• Accounts receivable and accounts payable</li> <li>• Daily banking and bank account reconciliations</li> <li>• Management of finance inbox and filing</li> <li>• Provide feedback to lawyers and the general manager about performance and process improvement</li> <li>• Other administrative support to the operations and finance teams</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Previous experience in an office environment, preferably within a legal firm</li> <li>• Excellent written and verbal communication skills</li> <li>• High level of attention to detail and good concentration span</li> <li>• Proficient in Word, Excel, Outlook</li> <li>• Ability to analyse &amp; interpret complex documents</li> <li>• Ability to identify problems trends and escalate issues</li> <li>• Strong organisation and time management skills</li> <li>• Ability to work autonomously</li> <li>• Experience exercising discretion and confidentiality with sensitive information</li> <li>• Willingness to pitch in and go the extra mile to achieve business outcomes</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• To be successful in this role you will have a minimum of 2-3 years' experience in an accounts or finance role preferably with legal billing experience (or other professional services environment).</li> <li>• Tertiary qualification in business, finance or similar</li> </ul>