

Position	Accounts Officer
<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 Brief</b>	Reporting to the Finance Manager, the Accounts Officer will be responsible for processing all invoices for payment and undertaking the payment of all creditors in an accurate, efficient and timely manner.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Entering invoices and payments into the finance system (Aderant)</li> <li>• Responsible for the finance team inbox including responding to all emails and resolving queries</li> <li>• Processing payments</li> <li>• Filing and maintaining supplier records</li> <li>• Reconciliation of accounts to ensure bills and payments are accounted for and properly posted</li> <li>• Facilitate payment of invoices</li> <li>• Credit card and bank account reconciliation</li> <li>• Daily banking</li> <li>• Investigating and resolving discrepancies</li> <li>• Generate monthly financial reports for accounts payable and receivable</li> <li>• Day-to-day financial transactions including cash receipting and disbursements</li> <li>• Assistance with the preparation of bills</li> <li>• Ad-hoc tasks/projects as required including business, or litigation-related tasks</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Proven experience in a similar role</li> <li>• Previous experience in legal or professional services environment preferred but not necessary</li> <li>• Solid understanding of accounting principles</li> <li>• Ability to think independently and offer solutions to challenges as they arise</li> <li>• Excellent written and oral communication</li> <li>• High degree of accuracy and attention to detail</li> <li>• Willingness to pitch in and go the extra mile to achieve business outcomes</li> <li>• Advanced Excel skills</li> <li>• Experience exercising discretion and confidentiality with sensitive information</li> <li>• Knowledge of Aderant Expert an advantage</li> <li>• Understanding of trust account rules an advantage</li> <li>• Data entry skills along with a knack for numbers</li> <li>• Proficient skills in MS Office and accounting systems</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in finance, accounting, or minimum 3 years working experience in the field</li> </ul>