

Job Description

Job title: Finance Administrator

Department: Finance

Jurisdiction: Cayman Islands

Purpose of the role

Operating as part of the Finance function, this role has day to day responsibility for compliance with policies, procedures and controls in the areas of financial administration for the Cayman office ensuring high levels of client service (internal and external) at all times.

Key Responsibilities

- Support the accounts payable/receivable and cashiering processes for the Cayman office (all service lines) and wider business where required;
- Maintaining accounting records to the applicable function to enable accurate recording of all financial transactions within this role;
- Matter billing administration and communications involving but not limited to the creation of fee invoices for clients, reversing and reissuing of invoices and vouchers, sending invoices, both current and outstanding as applicable, amending of timelines and disbursements and supporting relevant billing policies in the life cycle of the invoice;
- Preparing WIP reports weekly with the provision of all relevant coordination amongst billing team;
- Responding to queries on timelines and disbursements pre-billing Writing off bad debt, WIP (time & and disbursements) and balances left on matters;
- Raising the correspondence for credit notes and write offs and seeking appropriate approval to proceed;
- Resolving queries that arise both internally and externally in relation to invoices and clarifying discrepancies and seeking solutions from colleagues and fee earners;
- Supporting the processes to improve working capital management and reduce lock-up;
- Proactive identification, implementation and adoption of system processes to enhance both internal and external efficiency and experience;
- Carrying out all aspects of role in accordance with relevant policies, procedures and controls; and assisting and supporting other areas of finance where required;
- Developing strong relationships with the wider Group Finance function to ensure identification and consistent use of best practice.

Competencies

- 2-3 years' experience in a similar role;
- Experience of working in a Finance Operations team in both accounts payable and accounts receivables function preferred;
- Basic proficiency in the use of Microsoft Office;
- Analytical and logical approach, with a strong sense of initiative;
- Ability to work proactively and effectively within a team and with minimal supervision; and
- Highly diligent with an organised and timely approach to work.

Job Description (cont.)

Benefits

Salary in the range of \$45,000 - \$65,000 per annum. Ogier offers an excellent benefits package, including premium health care and 20 days' vacation. To apply for this role please send your CV to Caymanlegalrecruitment@ogier.com.

Caymanians and legal residents only please. Closing date 15 March 2019.

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com