



Job Description

Job title: Finance Operations Assistant

Jurisdiction: Jersey

Department: Finance

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 all areas across the Group entities ensuring high levels of client service (internal and external) at all times.

Key Responsibilities

- Perform timely and accurate bank account reconciliations in accordance with jurisdictional law.
- Timely and accurate processing and recording of office and client receipts and payments.
- Daily maintenance of the accounts payable solutions including processing of accounts payable across all Group entities.
- Resolution within 48 hours of queries to ensure un-reconciled items are identified.
- Work collaboratively within Finance Operations to assist others at peak times and periods of absences.
- Respond to miscellaneous queries from fee earners, secretaries and third parties within 24 hours.
- Develop strong relationships with all Group Finance functions to ensure identification, efficiency and consistent use of best practices.
- Proactive identification, implementation and adoption of system and process enhancements to ensure excellent client service and drive efficiency.
- Recommend to management strategies for improving internal processes to maximise productivity, quality of work and minimise revenue leakage.
- Perform all aspects of roles in accordance with policy, procedure and controls.

Competencies

- Highly diligent with an organised and timely approach to work
- Excellent client service mentality with a 'can do, will do' attitude
- Ability to work proactively and effectively within a team and with minimal supervision
- Analytical and logical approach, with a strong sense of initiative
- High attention to detail
- Awareness of the importance of the wider commercial environment
- A team ethos attitude
- Essential: basic proficiency in the use of Microsoft Office
- Preferred: some experience of working in a Finance Operations team
- Preferred: basic proficiency in the use of Elite

Contact

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