

Accounts and Administration Assistant

Lamb Chambers is a highly respected set of commercial barristers' chambers comprising of nearly 50 barristers located in Temple. Our barristers specialise in providing their legal services across the areas of commercial, construction & technology, insolvency, international, property and personal injury.

An opportunity has arisen to recruit a full-time Accounts and Administration Assistant to join our talented team. The candidate will be key in supporting the running of the financial management and administration of Chambers. The areas of the role include customer services, data management, financial data management and marketing. In this role you will be reporting directly to the Accounts and Administration Manager and you will occasionally be asked to support the CEO from time to time.

The Candidate must:

- Be ambitious and demonstrate a positive attitude
- Enthusiastic with the willingness to develop new skills
- Be flexible, diligent and show initiative
- Be a team player with excellent communication skills
- Be willing to roll up their sleeves and assist with a varied role
- Be good with numbers

The Role

Duties include (but are not limited to):

- Keep track of assigned accounts to identify outstanding debts
- Follow course of action to recover outstanding payments
- Locate and contact debtors to inquire of their payment status
- Build trusting relationships with debtors when possible to avoid future issues
- Update accounts and database daily
- Alert manager of debtors unwilling or unable to pay when necessary
- Ordering stationery and office supplies
- Assisting with marketing and events
- Website and social media
- Ensure photocopiers in chambers are well stocked and running smoothly
- Liaise with our IT and telecom service providers as and when an issue arises
- Pay in cheques to the bank

Skills and Abilities

- Excel spreadsheet, basic formatting and formulae
- Good IT skills
- Confident phone skills
- Hardworking
- Quick learner

- Be able to work with targets and tight deadlines
- Apt in negotiating and persuading
- Ability to be polite and compassionate without lacking confidence

Details

- Job type: Full-time, Permanent
- Salary: Competitive
- Working Hours: Monday to Friday (37.5 working hours a week)
- Education: A-Level or equivalent (Preferred)
- Required to work from Chambers – with some remote working
- Benefits on completion of probationary period include: Bonus scheme and Season Ticket Loan
- The successful applicant will be required to sign an undertaking of confidentiality

Lamb Chambers is committed to equality and to fostering diversity in our profession. We will treat everyone equally and fairly irrespective of their age, background, disability, gender re-assignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.