

Legal Accounts Clerk / Assistant Trust Account Administrator

We have an exciting opportunity for a Legal Accounts Clerk / Assistant Trust Account Administrator to join our established and successful Manawatu law firm working closely with our Trust Accountant.

This role will include responsibility for the day to day management of our highly transactional trust account in accordance with NZLS trust accounting rules and the Lawyers: Conduct and Client Care Rules. The role also involves a variety of account and administration duties and may involve accounts payable and some debt collection duties.

We are looking for someone who has previous experience within a legal environment and / or trust accounting, great administration skills, accurate numeric data processes, and enjoys working with high volume and high value transactions. You'll have great communication skills including strong comprehension and grammar. This is a full time position however, for the right candidate, we are open to discussions regarding part time hours (such as 9.30am – 2.30pm).

In this role, day to day, responsibilities will include the following:

- Administration of Trust Account including reconciliation;
- Ensuring compliance with the trust account regulations (training will be provided);
- Providing time and billing assistance to fee earners within our team;
- Processing of Trust Account journals;
- Preparation of reports;
- Carrying out regular Trust Account audit functions, exception reporting and controls; and
- Opening, maintaining, and closing client and matter information, and undertaking AML requirements.

The successful applicant will have the following experience and qualities:

- Proven experience as a Legal Accounts Clerk / Trust Account Administrator or prior experience or knowledge of accounts;
- Our trust accounting software is Affinity so experience in this system would be an advantage;
- The ability to work autonomously;
- Possess a can-do attitude with a willingness to grow the role;
- Professionalism and integrity;
- Excellent attention to details and ensuring information is accurate;
- Effective communication skills, both verbally and written;
- Experience working with Microsoft Office;
- The ability to be a constructive and approachable team member; and
- The ability to be flexible.

How to apply:

If you fulfill the above requirements, we would love to hear from you. Please submit your CV via email to our General Manager, Sharyn Royds, sharyn@innesdean.co.nz. All applications will be treated in the strictest confidence. Sharyn will be in contact with you should we be interested in progressing your application.