



Position vacant

Investigator, Trust Accounts

The Law Society of New South Wales is looking to employ an Investigator in its Trust Accounts Department on a full-time basis. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 10 May 2019.

Responsibilities

The position is responsible for conducting investigations into the affairs of law practices and legal practitioners pursuant to Sections 163 and 370(1)(a) and (b) of the Legal Profession Uniform Law & Legal Profession Uniform General Rules 2015, preparing reports of such investigations and giving oral evidence as required by the NSW Civil and Administrative Tribunal and other Courts if required.

Key Accountabilities

- Conduct investigations of law practices including those under Receivership of Regulated Property when required.
- Conduct interviews of witnesses, prepare witnesses statements and conduct records of interview as required.
- Complete reports pursuant to section 165 of the Legal Profession Uniform Law for reference to Professional Standards Department
- Conduct routine investigations of city, suburban or country legal practices as referred, in accordance with the Department's procedures as detailed from time to time.
- Respond to correspondence and enquiries of a general nature as directed by the Section Leader.
- Conduct seminars to legal practitioners, accounting staff and external examiners in regard to the requirements of trust money and record keeping.
- Review lodged External Examiners Reports and determine appropriate action based on the content of the report.
- Assist in the review of software programs to ensure the adequacy of the program for the maintenance of trust records

To be considered for this position candidates will need to be a full member of CPA Australia or the Institute of Chartered Accountants of Australia and New Zealand along with appropriate tertiary qualifications. Candidates must possess a current driver's licence and have sound experience in forensic accounting investigations and investigation techniques with proven experience/aptitude in being able to analyse written and accounting problems as well as having experience in giving oral evidence. The successful applicant will need to be self-motivated as the position involves working regularly at different locations across NSW which will be arranged by the candidate. Sound IT skills including proficiency in the Microsoft Office Suite of applications and accounting programs are also required.



Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, must be received by 17 May 2019 and addressed to: recruitment@lawsociety.com.au