



Position vacant

Assistant Accountant

The Law Society of New South Wales is looking to employ an Assistant Accountant in its Finance department on a full-time basis. This position will be advertised internally and externally, and if staff member is interested in applying for the position or requires further information, please contact the HR Department no later than Tuesday 17 March, 2019.

Responsibilities

Reporting to the Finance Manager, the Assistant Accountant plays a key role within a number of financial activities undertaken by the Law Society and the various entities that it administers. In addition to this the Assistant Accountant will also be involved in monthly and year end reporting, engaging with auditors, as well as assisting the Finance Manager with ad-hoc tasks.

Key Accountabilities

- Accounting entries processed weekly and monthly for the Legal Practitioners Fidelity Fund (LPFF).
- EFT and cheque payments prepared and processed when required by LPFF
- General Trust and Statutory Deposit reconciliations to confirm interest rate paid and interest payment received updated monthly or when reporting is received
- Weekly and Monthly data processing of all entries for the Statutory Deposit Accounts using Polaris
- Preparation of LSNSW Statutory Deposit by bank for bank statement balance reconciliation.
- Advise to the Trust Account Department of new/closed Trust Accounts monthly or when in correspondence with Authorised deposit-taking institutions (ADI).
- Correspondence with approved ADI's relating to Solicitors Trust Accounts and Statutory Deposit Accounts weekly, monthly or when required
- Receipting of direct deposits, cheques and credit cards when required through accounting systems
- Preparation of BI Publisher Enterprise receipting reports for NAB cheque depositing and reconciliation.
- Preparation of BI Publisher Enterprise receipting reports for Credit Card and Direct Deposit payments for reconciliation.
- Payment authorisation on all accounts payable EFT and cheque payments for law society NSW, Law Asia, LPFF and occasionally PPF via NAB Connect
- Payment authorisation on Term Deposit transfer payments via NAB Connect, ANZ Transact, WBC Corporate online and CBA CommBiz
- Payment authorisation on intercompany transfer payments via NAB Connect and WBC Corporate online
- Payment authorisation on accounts payable and registry refund cheque payment runs for law society



Requirements

- Exemplary written and verbal communication skills.
- Certificate, diploma or bachelor's degree in business, Commerce or a related field.
- 2-3 years relevant accounting experience
- Experience in a chartered or professional/financial services firm would be advantageous.
- Experience in JDEdwards will be advantageous.

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 should include a cover letter and brief resume, addressed to: recruitment@lawsociety.com.au