

JOB DESCRIPTION: FINANCE ADMINISTRATOR

Full-time permanent position (40 hours per week). This role may be considered for flexible working.

Closing date: 11am, Monday 3rd May 2021.

Salary: £25,000 - £27,000 per annum depending on experience

Positive Action Statement

Matrix strives to be an equal opportunities employer and is committed to diversity amongst its staff and members. We therefore encourage and welcome applications from women, Black, Asian and minority ethnic individuals, disabled people, neurodiverse candidates and those who are LGBT+, as well as candidates from other groups which are underrepresented in the legal sector. We will make reasonable adjustments to enable disabled or neurodiverse candidates to demonstrate their suitability for the position.

What is Matrix?

Matrix is a barristers' chambers located in Gray's Inn, London, Geneva and Brussels. We are a group of independent and specialist lawyers and support staff who work in a wide range of areas of law. We work throughout the UK and have extensive experience internationally.

We are an innovative provider of legal services and are proud of our reputation as an organisation. Our actions are guided by our core values, which outline our principles as an organisation and govern how we work. They mean that our lawyers and staff are committed to equality and fairness in all aspects of their work. We operate within a modern environment, where diversity, accessibility and client care are widely championed.

The role

We have an exciting opportunity to become a valued member of a staff team with a modern, innovative and inclusive approach to delivering a professional service. The successful candidate will support the Head of Finance with the smooth and effective running of the Finance Team, which deals with the administration of the company finances including supplier payments, bank reconciliation, member billing and collection of Direct Debits.

This role would suit a candidate who is capable of acting on their own initiative as well as working as part of a team. The successful candidate will be highly numerate, extremely organised and have excellent attention to detail.

What we can offer you

- Full-time (40 hours per week) permanent position
- A salary of £25,000 - £27,000 per annum depending on experience
- 23 days' holiday (increasing by one day for each year of service up to a maximum of 27 days)
- Matrix opening hours are Monday to Friday, 8am to 7pm. Normal working hours will be 9am to 6pm but different hours may be required to cover holidays or other team needs
- You will be automatically enrolled into the Aviva group pension Scheme. You can opt out of this
- Matrix operates a Causes Fund which makes donations to charitable organisations

- and to which staff are able to contribute
- Matrix participates in the Bike to Work scheme
 - Six months' probationary period
 - An interest free travel loan is available on the successful completion of probationary period
 - Participation in a childcare voucher scheme available on the successful completion of probationary period
 - Three months' notice period

Responsibilities

The Finance Administrator will:

1. Support the Head of Finance to ensure the smooth and effective running of the Finance Team
2. Carry out tasks necessary for the smooth running of the Finance function which will include keeping abreast with all developments and updates in finance in the legal industry
3. Ensure all systems and procedures are up to date and efficient
4. Enter invoices onto SAGE and process supplier payments
5. Raise invoices to members and process Direct Debits
6. Help manage the bank account and company Credit Cards, including making bank payments and account reconciliation
7. Support the Fees Team when necessary
8. Administer the Barrister Fees Account and transfer payments accurately and efficiently

Participation in the development of Matrix

The post-holder will be expected to play an active role in occasional meetings of the full Staff Team and in other meetings as appropriate.

Development and Progression Opportunities

The post-holder will be appraised on a regular basis and specific training and development opportunities will be agreed.

Experience & skills required

Matrix is a fast-paced environment, so organisation and time management skills are essential, as well as an ability to cope well under pressure. The appointed person will be highly numerate and have excellent attention to detail. They will need to be able to use their own initiative as well as work as part of a team.

Guidance for completing our form

Your covering form and CV is the first stage of the recruitment process and it is the only basis on which we make a selection for interview.

When completing the form please address each of the skills listed in the table below. Where possible please provide examples relating to your previous experience. As a guideline, each point should be addressed in less than 250 words.

Skill	Essential/Desirable
1. Highly numerate	Essential
2. Excellent communication skills; both written and verbal	Essential
3. Exceptionally organised, proactive and methodical working practices with an excellent eye for detail	Essential
4. Discretion, good judgment and the ability to handle sensitive issues skilfully and confidentially where necessary	Essential
5. Understanding of and commitment to the Core Values of Matrix. Please choose one Core Value and tell us why you think it is important on your covering form	Essential
6. Pragmatic approach to problem solving	Essential
7. A proven track record and commitment to providing quality customer service	Essential
8. High level of IT literacy including the use of the Microsoft Office suite, in particular Word, Excel, Outlook	Essential
9. High level of proficiency using SAGE 50 or other financial software	Essential
10. Experience in a similar role in a Chambers or finance role in a professional services environment	Desirable
11. Experience using BarStat to raise Chambers invoices	Desirable

Interested? What now?

Please send a CV and covering form (available on the website) to recruitment@matrixlaw.co.uk. The closing date for applications is 11am on 3rd May 2021.

Please note that CVs/covering forms will be anonymised prior to the shortlisting process.

If you have any questions about the role or about the application process, please contact Lindsay at recruitment@matrixlaw.co.uk or on 0207 404 3447.

Matrix is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender identity, race, nationality or ethnicity, disability, sexual orientation, religion or belief, age or any other factor irrelevant to a person's work. Assessment for recruitment and career progression purposes is based entirely on the individual's ability and suitability for the work. We are committed to providing staff of all ages and backgrounds with opportunities to maximise their skills and achieve their potential.

Matrix is founded on the following Core Values:

How We Deliver Legal Services

Client care and quality of service

Everyone at Matrix is committed to providing high quality client care and legal service.

Working together

Although our lawyers are individual practitioners, they are committed to teamwork and co-operation in delivering legal services, including through sharing legal knowledge and experience.

Independence

Our lawyers are independent practitioners who promote the interests of their clients, whoever they may be. Matrix is committed to the protection of individuals' rights, and to the interests of corporate clients and public and governmental bodies.

Innovation

Everyone at Matrix is committed to innovation, to trying new ways of delivering legal services, and to breaking down barriers with other providers of legal services.

Working with academic lawyers

Everyone at Matrix is committed to enhancing collaboration with academic lawyers.

The legal profession's wider responsibilities

We share a commitment to the legal profession's wider responsibilities to society.

Public service

Everyone at Matrix is committed to a public service ethos including to publicly funded work (including for public authorities), public interest litigation and, where appropriate, unpaid work, all of which has equal esteem with private client work.

Our Organisation

A democratic structure

All Members of Matrix have an equal say in the running of the organisation.

Promotion of equality and diversity

Everyone at Matrix is committed actively to promote equality and diversity including by a strong commitment to the recruitment and development of people from groups which are potentially disadvantaged or historically under-represented in the legal profession, including women, disabled or LGBTQ+ people, those from disadvantaged socio-economic backgrounds, and those who are Black, Asian or from another minority ethnic group.

Wellbeing

Matrix aims for everyone who works within Matrix to have good wellbeing and a good work-life balance.

Efficiency in administration and management

Matrix is professionally managed, using efficient and effective administrative procedures and systems, including state-of-the-art information technologies.

Training and Continuing Education

Matrix offers training opportunities for people working in or with the legal profession including continuing education of everyone within Matrix through regular internal seminars and discussions, and by supporting staff to undertake relevant training and education.

Environment

Matrix will take all reasonable steps to reduce its negative environmental impacts including minimising its contribution to climate change.

Practice diversity

Matrix respecting the diverse practice aspirations of its lawyers in terms of both the areas of law in which they practice, and the way they do it. Matrix is run as an efficient business, but maximisation of income generation is not its principal goal.

Respect and Courtesy

Matrix is committed to ensuring that all those who work with and within Matrix are always treated with proper respect and courtesy.