

New Vacancy
LEGAL ACCOUNTS ASSISTANT
Kidderminster office (base)

We currently have a fantastic opportunity for a Legal Accounts Assistant to join mfg's Finance team in Kidderminster.

About the firm

mfg is a successful, and growing, leading regional law firm with offices across Worcestershire, Shropshire and Birmingham. We're award winning, dynamic and forward-thinking with a modern outlook yet traditional backbone, tracing our roots back to 1556. Our well-established, secure client-base come to rely on us through a range of 'full service' disciplines spanning corporate/commercial to private client. With over 200 partners and staff, we're a good size to make a real difference. [Click here](#) to see more.

The team

Supporting the Legal Cashier Manager and colleagues, you will be joining an established and respected Finance team of nine staff who provide comprehensive financial management, reporting and compliance support to the wider business. The team works closely with key stakeholders, adopting a hands-on approach, to help the firm achieve its financial performance objectives.

The role and opportunity

This role will be assisting with a range of transactional tasks across both our client and office functionalities, that includes the monitoring and processing of payments, internal ledger transfers, reconciliation of transactions as well as daily banking. The role requires a high level of attention to detail and ability to effectively manage various tasks and priorities. The role holder is expected to maintain the confidentiality of financial and other information gained when undertaking the role requirements.

Click on the accompanying job description for more information.

About you

An enthusiastic, motivated "can do" team player, able to work to tight deadlines in a busy department with high volumes of work. With previous experience in a finance role, the ability to organise, prioritise and handle the demands of the role are essential, as the use of the MS Office suite such as Excel, Outlook and Word.

Why join us?

We offer a rewarding career of quality work alongside a commitment to your development. Fundamentally at the core lie the firm's values, 'one team' ethos and supportive culture. It's a fantastic environment in which people grow and love working for mfg!

You'll get a competitive salary, 22 days' holiday per year to start plus additional at Christmas, healthcare provision, healthy work/life balance and other perks.

Committed to inclusion, we aim to employ a diverse section of the community.

Our CSR proposition also continues to develop. Last year, we celebrated raising £8,000 for several local charities.

Apply now

Please email your up-to-date CV and covering letter, explaining your suitability and salary expectations, to recruitment@mfgsolicitors.com

Interviews will be arranged as suitable applicants apply.