

Job Title:

Accounting Assistant

Who we are and what we offer you

Pinnacle is a trusted guide and expert partner of the world's leading law firms. We help our clients get the most from their critical business applications and the data these applications hold. We also have long-standing partnerships with both Thomson Reuters Elite and Intapp. We work alongside them to develop products that give our clients the maximum value, opportunity and advantage.

Our sole focus is on the legal sector and the specific technologies law firms depend on. This means we deliver projects faster and better than if we had a more general focus.

As a leading global consultancy, we work on projects with the top 100 law firms both in the UK and internationally. We're experiencing rapid growth so are looking for new talent in systems consulting.

Your role

The accounting assistant role will be based at our Bentley, Hampshire office reporting to the finance director. Providing operational finance support for the project office team and other board members from time to time. This is a part time role, ideally 4 days per week.

The role involves taking responsibility for the following areas:

- ▲ Deferred income journals for annual product licence and service revenue
- ▲ Coding and posting of purchase invoices
- ▲ Raising of purchase orders
- ▲ Coding and subcontractor invoices and reconciliation of costs incurred to recharged project costs.
- ▲ Maintenance and reconciliation of the fixed asset register
- ▲ Depreciation journals and sales invoices in respect of asset disposals
- ▲ Bank receipts processing
- ▲ Credit control activities and escalation to practice group heads and relationship managers.
- ▲ Raising and posting of credit notes and their allocation to projects and individuals.
- ▲ Bad debt write offs and their allocation to projects and individuals.
- ▲ General financial reporting for areas not covered by project office reports.
- ▲ Daily Bank Reconciliation and cash reporting.

Occasional travel will be required. This will be within the UK up to three to four times a month. Most communication is via email and video/telephone conferencing.

As a key member of the finance function for the company, you will be liaising and supporting internal management, with budget control and forecasting.

Great organisation, analytic and communication skills are required together with the ability to express information to both the finance and non-finance literate.

Is this you?

Rather than a definite Pinnacle 'type', we're looking for someone who is a winning blend of various talents. So we're never overly prescriptive in what we ask for.

While it would be great if you've already worked in the legal or software or professional service industries, we're really looking for a good mix of aptitude and attitude. For this role, that means problem ownership and solving skills and a logical approach to challenges together with determination and an eagerness to learn.

Any of the following would also be an advantage:

- ▲ SSRS/SSAS/VBA/SQL
- ▲ Good all round IT knowledge
- ▲ Understanding of software development and service provision.
- ▲ Knowledge of the legal industry

Our essential criteria

To be successful in your application you need to:

- ▲ An AAT qualified individual or one studying, with an aim to complete their qualification or progress further
- ▲ Previous experience of the areas listed in the role description.
- ▲ 2 - 6 years' experience working within finance either in industry or practice.
- ▲ Strong Excel skills are essential.

The next steps

Please email your CV to suzanne.stubbings@pinnacle-oa.com with a note of introduction that will persuade us to invite you in for a chat.

We look forward to hearing from you.