

Legal Accounts Assistant (short term project role)**Reporting structure**

This role reports directly to the Finance Manager.

The Candidate

- A minimum of two years experience in a similar role within a Professional Services environment, previous experience in a Legal Practice specifically in dealing with Client Ledger cards is essential.
- Excellent computer skills
- Excellent numeracy skills
- Excellent communications and interpersonal skills
- Ability to work on their own initiative and also to work as part of a team
- Flexibility around availability to work is required.

Responsibilities

- To assist with an archiving project
- To carry out other ad hoc Accounts Duties as required
- Assisting the Financial Accountant as required.

Salary

Subject to experience.

Application Process

If you are interested in being considered for the above position please forward your CV in confidence to Eimear Phelan at ephelan@byrnewallace.com by Friday 5 March 2010.