

Forward thinking
Straight talking



Finance Systems Assistant

JOB SPECIFICATION

Gateley /

POSITION:	Finance Systems Assistant
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The role

We are looking for a dynamic professional to join our accounts team in Birmingham. This vital role supports the broader business through our recently relaunched Practice Management System - 3E, which now offers personalised and bespoke dashboards and reports for financial reporting across the group. You will have responsibility for driving forward the Finance team's data strategy, liaising with stakeholders to identify their needs, creating new reports and dashboards for new starters, supporting with system queries, and driving continuous improvement and innovation.

Responsibilities:

- Engage with unit heads, team leads, fee earners and secretaries across the Group to understand their financial reporting needs and help design, build and roll out these deliverables.
- Continuous monitoring and refinement of existing reporting and any annual updating (e.g., uploading of budgets)
- Collaborate with other business support teams to ensure all new starters are set up appropriately, including the creation of their own tailored reports and dashboards.
- Assistance with resolving ad-hoc financial and non-financial reporting queries logged via the accounts service desk for various stakeholders – this may include the manipulation of data or collation of data from multiple different sources/reports and presenting in a prescribed format that is easily understood by non-accountants.
- Act as a conduit between Accounts, IT and Risk and Compliance, helping to mould the development of the finance systems and data sharing amongst teams.
- Responsibility for ongoing innovation and improvement in the user experience, including new on-screen presentations/visuals and adjustments to existing reporting.
- Liaise with other business improvement workstreams including Power BI implementation, as required.
- Frequently run exception reports and communicate findings with stakeholders to ensure SRA regulations and best practice guidelines are adhered to, such as old file closures and residual balances

The team

Our highly skilled and diverse finance team is dedicated to delivering exceptional accounting services to our exciting and dynamic Professional Services Group. We offer a comprehensive range of services that cater to both legal and non-legal businesses within the Group. Our finance team is meticulously organized into several specialised functions, including Group Accounting, Legal Cashiering, Billing, Credit Management, and Purchasing. This role will sit within our Group Accounting function and will report directly into our Finance Solutions Lead. You will work collaboratively with our wider accounting team, IT, and Risk and Compliance units.

We pride ourselves on servicing our internal clients to the highest standards, consistently adding value by going above and beyond in our efforts. Our commitment to excellence and proactive approach ensures that we not only meet but exceed the expectations of our stakeholders, contributing to the overall success and growth of the Group.

The *person*

The successful candidate will demonstrate a genuine desire to be part of a rapidly growing business and the drive to continue learning. This role will suit an individual who has a keen interest in systems management and maintenance but without needing to be an IT developer. We are looking for individuals who have the enthusiasm to drive continuous improvement and can create well established relationships across the business to acquire feedback and implement change.

Candidates will be able to demonstrate the following attributes:

- Experience of using Practice Management/ERP systems, with experience of 3E being advantageous (but full training will be provided)
- A self-starter who is keen to take the initiative and deliver impactful change.
- Strong task management skills including ability to prioritise tasks and manage multiple deliverables across various workstreams.
- Previous experience in a systems-oriented role with experience of dashboard design is desirable.
- Demonstrable experience in computer programming language / application development
- Excellent interpersonal skills and ability to build strong relationships with key stakeholders across the group.
- Collaborative and flexible approach

We have a fantastic Learning and Development team here at Gateley, whose purpose is to support in the professional development of our workforce! There are plenty of opportunities to opt into comprehensive training programmes and relevant courses to support continuous progression and growth.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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