

# Assistant Management Accountant

Accounts - London

## *The opportunity*

An opportunity has arisen for an Assistant Management Accountant to join our expanding Management Accounts team.

## *The firm*

Bird & Bird opens up a world of possible for lawyers and professionals everywhere. Working for a leading international law firm like Bird & Bird means working alongside people who are truly collegiate in the way they work with everyone. We work as one global team, with over 70% of work involving people from across the firm. And that's only increasing! It's this common purpose and shared approach that makes for a more productive and collaborative place to work. Your firm. Your future.

## *The team*

Bird & Bird's Finance team's mission is to provide world class finance support to the business. In London the team comprises of over 70 finance professionals across a wide range of areas including management and financial accounting, transaction processing, partner accounting, tax, treasury, pricing and commercial decision support. Our 32 international offices have their own professionals providing local expertise and support. Collaborative across the network the team are focussed on driving efficiency, adding value and profitable growth.

## *Our promise*

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working.





## What you'll do

In this role, you will assist the Management Accounts team with the following:

- Preparation and posting of the monthly accruals and prepayments.
- Maintenance of fixed asset spreadsheet and calculation of monthly depreciation charge for London; maintenance of capex schedule for all offices.
- Completing National Statistics forms as required.
- Analysis of Accounts as required, including any analysis required by the Tax Team.
- Production, review and distribution of month-end reports to cost centre managers.
- Balance sheet reconciliations for London.
- Running month-end debtors/creditor reports and reconciling to the G/L.
- Updating Monthly Statistics Reports.
- Updating the P & L and balance sheet on Excel for a few Entities.
- Preparation of weekly statistics for Global Executive meeting.
- Assisting with the UK cost reforecast & budgeting.
- Providing support to the finance teams in other offices as required.
- Other ad-hoc tasks such as setting up new accounts on Aderant and BI, linking accounts, copying invoices for VAT, etc.
- Assisting with Cost Centres which would include regular meetings with Department Heads.
- Responsible for all the reconciliation and uploading of Budgets to Hyperion.
- Responsible for all aspects of interoffice reconciliations and interoffice invoicing.
- Posting of monthly fees and discounts journals.
- Preparation of annual P11d and PSA schedules.
- Assisting on the preparation of the annual expense budget; assisting with the review of other offices' expense budgets.
- Other ad-hoc tasks for the UK Finance Director, UK Financial Controller and Global Senior Finance Manager. The tasks will vary in both nature and duration.



## About you

To be successful in this role, you will have:

- Proven accounts experience.
- Proven Legal Accounts Experience
- Must have a willingness to develop and learn with the team.
- Must be enthusiastic and take a pro-active approach to the role.
- Must be able to take hands on approach to the role.
- Excellent knowledge of Excel and working knowledge of other MS packages.
- Good command of written/spoken English language.
- Excellent organisational skills.
- Attention to detail and high level of accuracy in work produced.
- Must be able to work as a team member, and flexibility regarding working hours.

*The main responsibilities of this role are outlined above; however, this description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the department. The role may require some working outside our normal working hours of 9:30am- 5:30pm.*





Your firm. Your future.

*Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We are delighted to confirm that we have recently achieved Mansfield Certification, following our successful participation in the UK pilot programme. This certification was achieved by considering at least 30% women, lawyers from underrepresented racial/ethnic groups, lawyers with disabilities and LGBTQ+ lawyers for at least 70% of UK fee earner and leadership positions. We are participating in Mansfield Rule UK and continue to work towards ensuring a diverse pool of candidates are considered our roles, in line with the Mansfield Rule. You can read more about this [here](#).*



In the event that we make an offer to you and you accept, we will conduct pre-engagement background checks, where permitted by local legislation and according to the nature of the role that may include right to work, professional and academic qualifications, criminal records, sanctions, financial stability, media, directorships and references from previous employers.

Please click below to view more detail in our Applicant Privacy Notice.

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