

Accounts Payable Officer

Accounts - London

The opportunity

We have an exciting opportunity for someone to join us as an Accounts Payable Officer. The team provides day to day input of office expenditure, disbursements & expenses whilst being compliant with regulatory obligations. AP are also dealing with the implementation of a new AP System & a Virtual Credit Card process.

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

In London, the team comprises of 63 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 30 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

The main duties and responsibilities for the role are as follows:

- Raise weekly BACS payment of supplier invoices
- To input supplier invoices, disbursements & employee expenses onto Aderant Accounts system
- To ensure invoices are coded to the correct Budget codes
- Ensuring client disbursements are paid in line with Solicitors Accounts Rules
- Reconciliation of Client/Matter ledger balances
- Dealing with SAR breaches/queries & correcting any errors to ensure compliance
- Dealing with telephone queries from suppliers & internal clients
- Reconciliation of supplier statements
- Liaising with Risk & Compliance department regarding set up of new suppliers
- Any other duties as required to cover departmental needs



About you

The successful candidate will have the following:

- Enthusiastic and proactive attitude towards work
- Have proven Legal accounts experience either in AP or Cashiering teams
- Good written & verbal communication skills
- Good organisational skills & ability to manage day to day operational activities
- Good MS Office skills are imperative
- Ability to stay calm in often demanding situations
- Proven ability to deal with confidential matters
- Able to work as a team member & ability to work on own initiative

Proven working knowledge of VAT *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.*

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 2.0 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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