

BOOKKEEPER/ADMINISTRATOR

Person Specification

The book keeper/administrator **must:**

Be numerate and computer literate with good keyboard skills

Possess good knowledge and experience of the Solicitors Accounts Rules, general book keeping and accountancy and the workings of Legal Aid Agency funding

Be well organised

Have good attention to detail

Be able to work unsupervised, use own initiative and prioritise the work load appropriately

It is **desirable** that the book keeper/administrator:

Has formal qualifications

Has experience of Advance Legal (ALB)

Is committed to the aims of the practice as set out in our website

Is fluent in Spanish and/or Portuguese