

**Finance Analyst (Cash Management)****Practice group/Global Operations team:**

Global Operations

**Type of Vacancy:**

Permanent

**Full time/Part time:**

Part-Time

**Contract/Part time details:**

Monday, Tuesday, Potentially Wednesday 14-21 hours

**Location:**

Leeds

**About Eversheds Sutherland:**

Eversheds Sutherland is not your average law firm and we're not looking for average people. We do things differently - in the way we treat our people and the service we provide. That's how we've become one of the largest law firms in the world and a great place to work and develop your career.

Recognised as the leading innovators in the legal sector, we are a firm that understands what clients need today and what they will need tomorrow. We focus on creative and cost-effective solutions for our clients. It is an approach that makes Eversheds Sutherland a distinctive and innovative force in the legal world.

You would be joining a team providing world class financial services to our business. You'll be someone who wants to be the best at what they do; who can handle pressure and enjoys making decisions that will have a real impact on our business. Our firm is all about teamwork and you would be a crucial part of that team - you'll find the work stimulating, the atmosphere dynamic and the results highly satisfying.

We are looking for Finance Analyst (Cash Management) to join our team. This is a key role within the Finance Service Team and has responsibility for handling queries for the business efficiently and in line with set service levels.

**Key responsibilities:**

Working as part of a fast paced and dynamic team, your remit will encompass all aspects of the finance function. Your core responsibility in this role will be handling queries and incidents from receipt to resolution and processing. You will provide guidance to the business with the key focus on service delivery and customer satisfaction. This role will report directly to the Finance Service Manager.

**Skills and experience:**

We are looking for someone who can demonstrate:

- Experience of Cashiering in a professional service environment.
- Experienced with bank reconciliation, journals and online banking facilities
- Experience and knowledge of general finance operations accounting processes
- Experience of handling queries and incidents effectively and in line with procedures
- Able to develop trusted relationships with key contacts
- Ability to take ownership of queries by logging and tracking to resolution
- Ability to identify and implement opportunities for improvement across finance processes

- Able to act as a face of finance – taking an active role in delivering excellent service to all of finance’s stakeholders
- Able to provide guidance to the business around key finance policies and procedures

**Key competencies:**

- An ability to communicate effectively with the team, senior management and key stakeholders
- A highly organised approach; energised to drive and deliver a service orientated function with a “can do attitude”
- Ability to communicate and deliver greater financial awareness and understanding across the business.

In addition to training, a competitive benefits package is offered, including: 26 days annual leave; flexible holiday scheme; subsidised canteen on Eversheds Sutherland sites; subsidised corporate gym membership; pension; and life assurance.

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how to best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are an LGBT+ inclusive employer and are Stonewall Corporate Champions.