

# Accounts Payable Finance Assistant

**Practice Group/Department:** International Operations

**Type of Vacancy:** Permanent

**Full time/Part time:** Full Time

**Location:** Leeds

## About Eversheds Sutherland

Eversheds Sutherland represents the combination of two firms with a shared culture, values and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solutions for every client.

As a full service law practice, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the US providing legal advice to clients across the Company Commercial, Employment, Labour & Pensions, Litigation and Dispute Management, and Real Estate practices.

With **74 offices** across **35 countries** worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

## The Team

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.

## The Role

We are looking for Finance Assistant 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.

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 Eversheds Sutherland member firms from receipt to resolution. You will provide guidance to these businesses with the key focus on service delivery and customer satisfaction. This role will report directly to the Accounts Payable Manager.

## Skills & Experience

- Experience of Accounts Payable, reconciling Supplier records and identifying issues
- 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 and to act as a face of finance - taking an active role in delivering excellent service to all of finance's stakeholders
- 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 provide guidance to the business around key finance policies and procedures
- Ability to post large volumes of data invoices accurately and efficiently
- Able to own key daily, weekly and monthly tasks and ensure they are completed on time

## 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
- Ability to communicate and deliver greater financial awareness and understanding across the business
- Ability to support other members of the Accounts Payable team, once daily tasks are complete

## Diversity and Inclusion

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 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 a LGBT+ inclusive employer and are Stonewall Corporate Champions.

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.

## Values

Together we are:



### Collaborative

We leverage our collective talents for the benefit of our clients and each other and we prize teamwork and relationships.



### Creative

We are innovative and creative problem-solvers, providing an enhanced client and employee experience by not being bound by custom or convention.



### Professional

We deliver quality and excellence and act with the utmost integrity at all times.



### Inclusive

We foster a diverse and inclusive culture that places respect and support for everyone at its core and empowers all our people to fulfill their potential.



### Open

We are approachable and nurture a culture of transparency and openness.