



Position Descriptions

KING & WOOD
MALLESONS

Position Title: Assistant Accountant (Maternity Leave cover)

Supervisor: Treasury Manager

Shared Services Team: Finance

Centre: Sydney

Date Created / Last Edited: May 2017

King & Wood Mallesons requires partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

King & Wood Mallesons is an Equal Employment Opportunity (EEO) employer and requires all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment.

Position Summary

To provide support to the Treasury Manager and Financial Accounting Manager so that bank account transactions and accounting information is maintained accurately and services are provided to staff in a helpful and timely manner.

Your key responsibilities

- Oversee the daily preparation of bank reconciliations and processing of transactions from bank statements for the main operating accounts. Manage the monthly review and sign off of all bank reconciliations.
- Daily EFT payments and administration of periodic payments via online banking.
- Assist in daily cashflow management and funding of operating accounts
- Preparation of partner distribution payments and maintenance of bank account details on a national basis.
- Posting of various journals and reconciliation of balance sheet accounts.
- Review and preparation of monthly results for Business Services, Hospitality and Premises against budget including posting of accruals and analysis of variances
- Assist in maintenance of Expense Management System (ChromeRiver) and answering allocation queries
- Act as backup to Graduate Accountant.

- Respond to queries and requests from staff and partners.
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Your Key Relationships

- Productive working relationships must be developed and maintained with the Treasury Manager, Accounts Payable team and other Finance staff.
 - Establish and maintain a good working relationship with banks.
 - Service oriented relationships need to be developed and maintained with all KWM staff who require the services of this position
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Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

- **People** – respectful and supportive interactions that lead to firm high performance | building effective teams by empowering and coaching people | leading through collaboration and accountability
 - **Firm** – application of technical knowledge to advance the client's commercial objectives | development of legal and industry/ sector expertise | effective practice and project management | building your professional reputation | achieving financial and cost targets | commitment to continuous improvement through innovation | applying business acumen in pursuit of opportunities for the firm and client | effective workload and project management
 - **Client** - consistently delivering superior client service | becoming a trusted advisor through deep understanding of the client | building strong and enduring client relationships | adapting flexibly to a changing environment to meet client needs
 - **Financial** - applying business acumen in delivery of service to clients | achieving business, project and budget goals | commitment to continuous improvement through innovation
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Skills and Attributes

Essential

- Accounting degree or diploma
- Working knowledge of Microsoft Excel.
- Experience with accounting software /GL systems.
- Basic accounting/bookkeeping experience
- Analytical skills
- Strong interpersonal skills
- Ability to communicate with a wide range of people
- Flexibility
- Attention to detail
- Team player

Desirable

- Knowledge of Elite 3E practice management system or other computerised general ledger package and expense management systems
- Understanding of GL reconciliations.
- Knowledge of online banking.
- Prior work experience with preparation of bank reconciliations.

Our Vision & Values

Our global vision

'To create a unified top tier global law firm headquartered in Asia'.

Across our global firm we have **values** that guide us and that we aspire to live up to

Client centric

Dynamic and entrepreneurial

One team. One firm

Excellence and innovation

Stewardship

Global perspective

.....these are the same whichever part of the firm you work in, in all countries.

As King & Wood Malletsons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/ manager as part of KWM's performance evaluation, development and progression processes.