



Trust Account, Practising Certificate and Financial Administrator

About the Job

The Law Society of Tasmania is seeking an enthusiastic and experienced financial and general office administrator to join its small and dedicated team. We are looking for an agile individual who loves problem solving and has an excellent approach to customer service. This full time position is based in Hobart and includes responsibility for the following:

- Administering the Law Society of Tasmania's role in overseeing legal practitioner's trust accounting requirements and responsibilities set out in the *Legal Profession Act and Regulations*
- Administering internal accounts payable and receivable
- Recording of the Society's financial transactions in bookkeeping software, creation of financial reports, reconciling accounts and ensuring their accuracy, payroll and superannuation duties
- Processing and recording of practising certificate and professional indemnity insurance applications
- Provision of administrative support to the Board of Legal Education
- General administrative duties as required

The financial administration duties are supported by the Society's accountant who works one day a week. General administration duties are supported by three other administrative staff.

Further details are available by requesting the Position Description.

Eligibility Criteria

- Recognised qualification in accounting, bookkeeping and/or business administration
- Knowledge of or experience in law firm trust accounting practice would be an advantage
- Knowledge of or ability to learn and understand the trust accounting obligations, terms and concepts in the *Legal Profession Act 2007 and Regulations*
- Bookkeeping experience of at least three years
- Experienced in the use of cloud office accounting (Reckon Accounts Hosted experience desirable) and CRM software
- Demonstrated knowledge of accounting principles and processes
- Word and Excel proficiency
- Highly organised
- Team oriented
- Honesty, ability to maintain confidentiality
- Ability to communicate effectively with a wide range of people
- Attention to detail

About Us

The Law Society of Tasmania (LST) is the professional body for and regulator of the legal profession in Tasmania. It advocates for good law and provides services, resources, support and benefits to its members to assist in maintaining high standards of practice in the Tasmanian legal profession. Its regulatory roles include the oversight of law firm trust accounts and the issuing of practising certificates to lawyers on an annual basis.

Remuneration

Terms of employment are governed by the Clerks Private Sector Award. A competitive salary is to be negotiated.

Further Information

Luke Rheinberger, Executive Director

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Closing Date

12 December 2018

Applications marked Private and Confidential may be:

Emailed to luke.rheinberger@lst.org.au

Mailed to GPO Box 1133, Hobart 7001