**Job description**

**Job title:** Marketing Finance Assistant

**Department:** Group Claims Marketing/Finance

**Location:** Manchester

**Reporting to:** Head of Group Claims Marketing/Finance

**Hours:** 9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role.

**Contract:** Permanent, full time

**Benefits include:** Free breakfast and lunch every day, 29 days holiday per annum inclusive of 4 days of compulsory leave to be taken during the period of office closure between Christmas Eve to the 1st working day of the new year, plus all public and bank holidays; contributory pension scheme; life assurance (4 times the annual salary); interest free season ticket loan; childcare vouchers; cycle to work scheme.  We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

## About Leigh Day:

## Our Work: Leigh Day is a specialist, claimant law firm. Over the last thirty years we have been involved in ground-breaking cases against multinational corporations and government authorities and bodies. We have represented national and international individuals and communities with often complex personal injury or human rights cases. Over the years, we have won several awards including ‘Solicitors Journal’ - The Personal Injury Team of the Year 2016, 'The Lawyer' - Litigation Team of the Year award, the 'Liberty/JUSTICE' Human Rights lawyer of the year award, The Lawyers – Employment team of the year 2015 award, a host of other accolades and awards and ranked annually in the top tiers of both Chambers and Legal 500 client guides. We topped the Chambers Student Guide  diversity  survey  and  won  the accolade of being the most diverse law firm. To learn more visit About Us

## Our People: We have some of the country's leading legal teams who are driven by our ethos of “Davids” fighting the “Goliaths” around the world. We are known to passionately pursue difficult or unpopular cases that push the boundaries of the law, and which may be of little interest to other firms and to champion the rights of the injured, marginalised and disenfranchised. Based in our London (Clerkenwell) and Manchester offices we are over 400 strong (including 45 partners). Being a mid-sized organisation, we are able to provide key learning opportunities to our people and encourage them to take on responsibilities from an early stage. To learn more, visit Our People

**Overall purpose of the role**

The Marketing Finance Administrator is a very busy role, working with the Group Claims Marketing and Finance teams.  You will be responsible for dealing with all Group Claims Marketing transactions, tracking spends and financial data, and providing monthly reports to internal teams including senior management.

## Duties and Responsibilities

## Provide a reliable and efficient support service to colleagues and assist with general financial administration.

## Process supplier invoices and respond to payments/claims queries in a timely manner.

* Work closely with finance team to ensure marketing funds are correctly allocated and any outstanding/aged invoices are paid.

## Provide financial reporting and forecasting to relevant internal teams.

## Ensure that transactions are dealt with efficiently and in accordance with office and supplier procedures.

## Utilise supplier portals to extract and manage invoices.

## Effectively liaise with external contactors/suppliers.

## Ensure filing is kept up-to-date and copies of correspondences/documents are kept on the relevant files/drives.

## Assist with database management and integrity.

## Keep up to date by participating in relevant training courses and meetings.

* Ensure confidentiality is maintained and GDPR compliance is adhered to at all times.

## Ad-hoc assistance on marketing projects and other duties as required.

## Skills, Qualifications and Knowledge

## Strong knowledge of Microsoft office including Outlook, Word and Excel.  Able to learn new systems and software with ease.

## Good knowledge of basic accounting practices including budgeting would be beneficial.

## Able to communicate effectively, be approachable and professional in all dealings.

## Ensure a high standard of attention to detail and accuracy at all times.

## Finance/accounting experience preferred.

## Person specification

## Genuine interest in working with a leading claimant law firm and passionate about providing access to justice for all.

## Previous experience of working within a finance function would be beneficial but is not essential.

## Relevant experience in working with external stakeholders such as suppliers and internal stakeholders such as partners, marketing, finance/accounts team, etc.

## Ability to demonstrate a professional and courteous manner in person, written and oral communication (email, telephone).  Ability to communicate accurately, clearly and concisely, both verbally and in writing.

## Ability to work in an organised and methodical manner and work well under pressure / deadlines.

## Ability to work and contribute in a team environment.  Flexible and a strong team player.