

## Job Opportunity

Title: Accounts Payable Clerk

Department: Finance

Reporting to: Financial Controller

fladgate



Fladgate is a leading UK-based law firm focused across the Corporate, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £88m with over 400 people, all operating from a single office based in Covent Garden, London.

## Role Specification

This is a fantastic opportunity to join our market leading Finance department that provides high-quality advice to private and commercial clients.

Reporting to the Financial Controller, this newly created position will work closely with our Partnership & Management Accounting team and be responsible for end-to-end accounts payable processing, including posting and coding supplier invoices, maintaining supplier records, reconciling accounts, managing the AP mailbox, and responding to internal and external queries.

The position also works closely with colleagues and stakeholders to ensure service delivery, support continuous improvement initiatives, and contribute to projects that enhance the efficiency and effectiveness of the AP function.

In view of our growing department, we aim to recruit astute, motivated and enthusiastic individuals to represent the Fladgate brand. We offer exceptional training and career development and the opportunity to learn from some of the most highly regarded professionals in the industry.

Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.

Nicola Thomas, Head of Talent

Acquisition

## Key Responsibilities

- Posting of supplier invoices and checking that the invoices have been correctly coded to the general ledger. Liaising with invoice approvers where necessary.
- Coordinating payment runs for supplier in a timely manner as well as the sending of remittance advices.
- Assisting with the weekly expenses processing for partners and staff including coding and checking claims against policy as well as filing of the documents submitted.
- Setting up new supplier accounts & upkeep of existing supplier details.
- Creating and setting up supplier payments lists.
- Reconciliation of supplier account statements.
- Managing corporate credit card expenses, which includes processing credit card transactions, reconciling credit card statements against receipts, and allocating expenses to the appropriate accounts.
- Work closely with other team members to ensure that AP service delivery is met.
- Dealing with internal and external queries in a timely and professional manner.
- Promote continual improvement in the efficiency and effectiveness of the function. Contribute to project work for AP function working closely with stakeholders on improvements.
- Efficient management of the Accounts Payable mailbox .
- Coordinating transfers between office bank accounts as required.

## Person Specification

- Strong GCSE and "A" levels, particularly in Maths and English.
- 1–2 years' experience in an Accounts Payable role is desirable.
- Experience gained within a legal or professional services environment is welcomed but not essential.
- Aderant knowledge would be advantageous but not essential.
- Previous experience in legal cashiering covering an accounts payable function or purchase ledger.
- Working knowledge of VAT.
- Ability to prioritise and manage workload.
- Good attention to detail, accuracy & excel knowledge.
- Well-organised, with good time management skills and a willing attitude.
- The ability to work well within a team environment, with limited supervision.



## Benefits



## Benefits

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office- based and home working which is a discretionary benefit depending on the role and responsibilities.

On joining	<ul style="list-style-type: none"> <li>• Life assurance scheme – 5x annual salary (non-contributory)</li> <li>• Annual holiday entitlement – 26 days per calendar year (full time)</li> <li>• Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees)</li> <li>• Recruitment (staff introduction) bonus – £1,000 - 5,000</li> <li>• Personal training/yoga – free weekly sessions</li> <li>• Free online GP service – 24/7 video GP consultations</li> <li>• Yoga and physical training sessions</li> <li>• Hybrid working allowance</li> <li>• Everyday lifestyle savings via Vivup</li> <li>• IHG hotels discounts</li> </ul>
After 2 months	<ul style="list-style-type: none"> <li>• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled)</li> <li>• Processed via salary sacrifice 50% of employer NI savings added to contribution</li> </ul>
After 3 months	<ul style="list-style-type: none"> <li>• Group income protection</li> <li>• Season ticket interest free loan</li> <li>• Private Dental Plan – payable through monthly payroll</li> <li>• Gymflex scheme</li> <li>• Eye test vouchers – every two years</li> <li>• Cycle to Work scheme</li> </ul>
After 6 months	<ul style="list-style-type: none"> <li>• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid</li> <li>• Marriage/Civil Partnership gift</li> <li>• Private Medical Insurance Scheme</li> </ul>

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.

## Family Friendly Policies

### Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

### Our parental leave policies cover:



#### Maternity

We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility. If eligible, EMP provides 100% of your salary in weeks 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

**Paternity** – The firm offer an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



#### Shared Parental Leave (SPL) – SPL

allows parents to take up to 50 weeks' shared leave in total, following the birth or adoption of a child.



#### Adoption and Surrogacy

Full details can be found in our staff handbook, which will be provided upon offer of employment.



**Ordinary Parental Leave** – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

\*further details of our family friendly policies can be found in the Staff Handbook

## Inclusion & Diversity

### Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

**Developing a diverse leadership** – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 30% female representation by 2025.

**Attracting a diverse workforce** – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

**Engaging with everyone** in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

[I&D at Fladgate](#) →

As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word 'personal'. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not 'soft' business aspirations, they are fundamental to our success.

Helen Curtis-Goulding  
I&D Partner Lead



## Wellbeing

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.



### Physical Health

- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app
- Bupa private medical insurance (optional benefit to join after six months' service)



### Financial Health

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management



### Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week



### Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

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