



**May 2022**

**OPERATIONS & ACCOUNTS ASSISTANT / BOOKKEEPER, LONDON OFFICE** - Woodsford is seeking a full-time Operations & Accounts Assistant/Bookkeeper to work in our small finance team. You will work directly with the Commercial Manager and Financial Controller to process accounts payable and accounts receivables as well as post transactions on the accounting system and produce management accounts.

There is potential, in this fast-growing company, to expand into a broader accounting role.

Key responsibilities include:

- Checking Funding Notices from our clients and loading on our salesforce system for approval
- Managing the Funding Notice approval and payment process
- Prepare and enter accounts payable invoices for payment
- Input weekly supplier payment runs into the online banking platform
- Ensure the proper coding of expenses and applicable taxes while processing/posting invoices
- Generate funding requests for funding partners and monitor status of accounts receivables
- Manage statements/reports for case investments (update for most recent Funding Notices)
- Prepare and update various excel spreadsheets as required
- General filing, administrative duties and maintaining financial records
- Other duties as directed by the Financial Controller/Commercial Manager

Qualifications & skills required:

- A qualification in Accounting or a related business field with an accounting emphasis. A good general knowledge of accounting/bookkeeping principles is essential
- Excellent computer skills required in Excel, Word, and experience working with accounting software. Experience of NetSuite would be an asset as the business is migrating from Sage to NetSuite
- Basic knowledge of Salesforce would be of benefit but not essential as training can be provided
- Excellent organizational skills and you will be a detail orientated individual
- Good communication and Interpersonal skills would be of benefit in this friendly working environment
- Ability to work independently

Since 2010 Woodsford has been helping to hold corporates to account for their egregious behaviour. Whether it is helping consumers achieve collective redress, ensuring that inventors and universities are properly compensated when Big Tech infringes intellectual property rights, or helping shareholders in collaborative, escalated engagement up to and including litigation with listed companies, Woodsford is committed to ESG and access to justice.

This position offers a competitive compensation package and is located at Woodsford's head office at 8 Bloomsbury Street, London.

Inquiries with a cover letter, CV and salary expectations should be sent to Marta Gispert, Financial Controller at [mgispert@woodsfordlf.com](mailto:mgispert@woodsfordlf.com).

No agencies please.