

Key information	
Job title	Finance Systems Administrator
Department:	Finance
Reports to:	Finance Systems Manager
Hours:	Monday to Friday 9:30 – 5:30pm

Why Forsters?

We are renowned for our private wealth and real estate focus, together with our strong corporate and commercial and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

Forsters: Closer connections. Exceptional results.



What sort of work?

- Develop expert knowledge of the firm's practice management system, proactively supporting users and promoting best practice across finance and non-finance teams.
- Liaise with software providers and the firm's IT department to ensure system issues are identified, escalated, and resolved promptly.
- Develop and execute SQL queries and reports to extract, analyse, and present data in response to both regular and ad hoc information requests.
- Design, develop, and maintain dashboards and reports in Power BI, working with cross-functional stakeholders to understand business requirements and translate them into effective analytical solutions.
- Support the Finance Systems Manager in implementing system changes, ensuring both effective technical delivery and successful adoption of new processes.
- Identify opportunities to improve processes and operational efficiency, providing proactive recommendations to finance and non-finance stakeholders.
- Deliver system training to finance and non-finance users as required.
- Ensure appropriate system controls are maintained to support compliance with SRA, AML, and HMRC regulatory requirements.
- Assist with the implementation of new features and applications, including configuration, user acceptance testing (UAT), data reconciliation, and process documentation.
- Provide cover for other team members as required.
- Undertake additional duties as reasonably required by management from time to time.

Why this team?

We are leaders in our field and you will be part of a team with an outstanding reputation, working with high quality clients on high quality matters delivering exceptional outcomes. We will encourage you to be entrepreneurial, explore ideas and make your mark. We will provide you with the support you need to grow professionally and personally to reach your full potential.

What is the environment?

You'll be in an environment of happiness, collaboration and flexibility. We take our work seriously and being happy and having fun is an integral part of that. We work both in and out of the office in Marylebone depending on what's best for our clients, our team, our business and our professional growth.

Are we right for you?

We are looking for you to bring your energy and enthusiasm to work every day and to collaborate and work with colleagues as one team, to listen and consider each other. We ask you to take responsibility for your growth and development, share your ideas and let us know what you want to achieve. We are looking for you to get involved in our responsible business activities, pro bono, community and sustainability initiatives.

Other skills required:

- Excellent verbal and written communication and interpersonal skills
 - Strong SQL and Power BI skills
 - Advanced Microsoft Excel skills
 - Good understanding of accounting and finance principles
 - Experience with a legal practice management system, ideally Elite 3E
 - Relevant experience within a law firm
 - Ability to work independently and collaboratively within a team.
 - Excellent problem-solving and analytical skills.
 - Ability to pick up new systems and procedures quickly.
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Equal Opportunities

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

www.forsters.co.uk

