



Legal support role - Finance and Administration

Dunedin Central

Full time

About The Role

We are seeking a highly organised and detail-oriented **Legal Administrator** to join our team at **Wilkinson Rodgers Lawyers** in the heart of **Dunedin**. This full-time role is an excellent opportunity for an individual with strong administrative and financial background to contribute to the smooth running of our busy legal practice.

What you'll be doing

- Providing support to our trust accounting and legal teams and our firm's wider admin operations
- Preparing monthly invoicing, managing accounts, and other materials to a high standard
- Maintaining accurate and up-to-date client files and records including updating our CCH Trust system
- Liaising with clients and external parties in a professional manner
- Assisting with the co-ordination of workflow and prioritising tasks to ensure deadlines are met
- Providing general office support, including maintaining Anti-Money Laundering (AML) records and other duties as required

What we're looking for

- Proven experience in an administrative or finance related role, preferably within a law firm or professional services environment
- Excellent written and verbal communication skills, with the ability to interact with clients and colleagues at all levels
- Strong organisational and time management skills, with the ability to multitask and prioritise effectively
- Proficient with IT & AV technology, Microsoft Office suite and with the ability to quickly learn new software and systems
- Attention to detail and a commitment to maintaining accurate records and documentation
- An understanding of client due diligence (AML) and onboarding will be an advantage
- Previous experience with the preparation and filing of Estate tax returns and liaising with the IRD on tax related matters will be an advantage
- A professional, customer-service oriented approach and the ability to work collaboratively as part of a team

What we offer

At **Wilkinson Rodgers Lawyers**, we are committed to providing a supportive and rewarding work environment for our employees. In addition to a competitive salary, we offer a range of benefits, including:

- Opportunities for professional development
- Access to our employee wellness program through Givenwell and office yoga classes
- A collaborative and inclusive culture with a very stable team

About us

Wilkinson Rodgers Lawyers is a well-respected law firm with a reputation for providing high-quality legal services to clients throughout Dunedin and beyond. We pride ourselves on our client-focused approach, our commitment to ethical and professional conduct, and our investment in the local community. If you are hard working and looking to join a dynamic and supportive team, we'd love to hear from you.