



Role description

Working Capital and Accounting Coordinator
Dubai

TaylorWessing

The opportunity for you

Key responsibilities

- Credit control- chasing client invoices via telephone, email and actively prompting fee earners to follow up when required. Updating the credit control system with detailed notes; dealing with queries on debts and ensuring payment is received. Preparing client Debtor statements as and when required by the client/fee earner.
- WIP reviews - assisting with monthly WIP and Debtor review meetings to ensure working capital hygiene and following up on action points from Partner meetings; chase timesheets to capture WIP and timely billing.
- Residual balances- reviewing client monies held and liaising with partners to ensure compliance with the SAR rules.
- Cashiering responsibilities including posting receipts in Aderant, promptly settling disbursements upon receipt of client payment and dealing with banking transactions.
- Assisting with posting bills and credit notes, ensuring compliance checks in line with the firm's policy and correct VAT treatment before posting. Action write-offs/transfers/matter amends/time and narrative amends.
- Disbursements- promptly posting and billing disbursements; ensuring timely payment for regulatory compliance.
- Ad hoc tasks assigned by Financial Controller; assisting fee earners and secretaries on any queries.
- Flexibility to provide cover when required.

Knowledge, skills & experience

- Experience of working in a credit control/billing environment in an International law firm.
- Enthusiastic team player, confident, knowledgeable, proactive, and assertive attitude when dealing with fee earners. Strong written and verbal communication skills, with the ability to communicate at all levels. High attention to detail and confident with Excel.
- Knowledge of the Solicitors' Accounts Rules, VAT legislation and banking systems.
- Aderant experience preferred.

Job title

Working Capital and Accounting Coordinator

Recruiting manager

Trisha Cornelio

Department

Finance

Working hours

Monday to Friday (08:30 – 17:30)

Location

Dubai

Perm/FTC

Permanent

Salary

Competitive

About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

Our Dubai sector focus



Technology, Media
& Communications



Private Wealth



Real Estate,
Infrastructure & Energy



Life Sciences
& Healthcare

Our areas of expertise

- Corporate and commercial law including M&A, private equity and venture capital
- Private wealth, including international tax and estate planning and employment
- Real estate, including prime residential, hotel and commercial property
- Dispute resolution including litigation, arbitration and investor-state arbitration
- IP, media and technology, including trade marks, patents, copyrights and IP transactional and contentious works

Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

1200+ lawyers | **300+** partners | **28** offices | **17** jurisdictions

About us

The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

Employee development and career progression

We are committed to fostering an environment of continuous professional growth. Our dedicated approach to employee development ensures that each member of the firm receives the support and resources necessary to achieve their career aspirations. In line with this commitment, we have tailored development plans that align with both individual goals and our firm's strategic vision.

For a detailed look at these development opportunities and how they can support your career progression, please refer to our [Always Learning Brochure](#). This document will provide an in-depth view of our commitment to skill development and show you the support network available as you advance within Taylor Wessing.

Investing in you | Tailored benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

Key benefits

- Annual return air ticket

Health and wellness benefits

- Full health and dental care and optical care

Taylor Wessing in Dubai



Founded in 2007, our Dubai office acts as the hub for our services in the MENA region. Our strong local and international connections mean we can introduce clients to leading commercial institutions, government agencies and other key intermediaries to help them access regional opportunities in corporate technology, private wealth and real estate.

We support a diverse range of clients, from international and local corporates to government-owned entities, and ultra high net worth individuals to sovereign wealth funds.

Why Dubai?

Dubai's fast-growing economy and focus on innovation have made it one of the Middle East's most popular business destinations. International investors have flocked to the UAE to take advantage of the business opportunities this futuristic city offers, while thousands of ultra high net worth individuals have relocated there to enjoy its high standard of living.

Our Dubai team

The Taylor Wessing team in Dubai is a dynamic assembly of legal professionals well versed in local and international law. The team offers comprehensive legal services tailored to the Middle East market, with expertise spanning:

- corporate/M&A
- commercial law
- private wealth
- real estate
- construction
- dispute resolution
- intellectual property
- media.

Our lawyers in Dubai are acknowledged for their cultural fluency and strategic approach to navigating the complex legal landscape of the region. They work diligently to provide pragmatic solutions to our clients' most challenging legal matters, while maintaining the highest standards of professional excellence that Taylor Wessing is known for globally.

Our values

What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

Find out more about our responsible business initiatives [online](#).

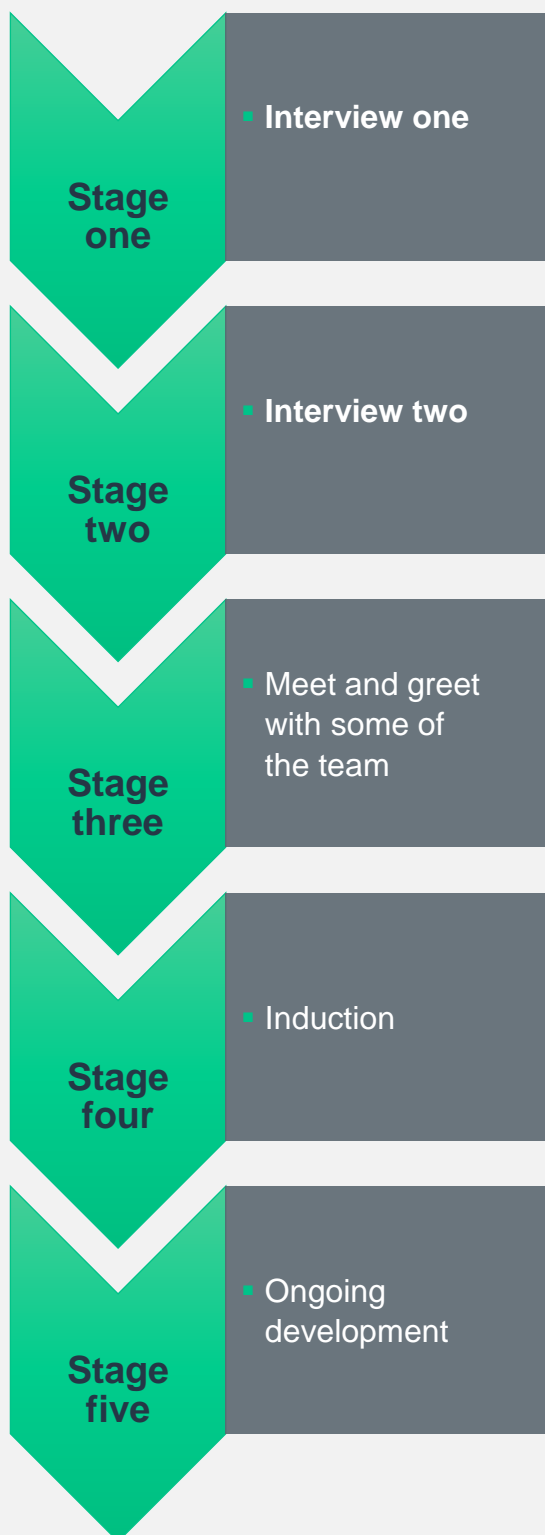
Read our latest impact report by clicking the link below.



Our Responsible Business
Impact Report **2024**

Read the report

Your recruitment journey



Rob Fowler

Head of Talent Acquisition
+44 20 7300 4841
r.fowler@taylorwessing.com



Victoria Lewton

Senior Recruitment Manager
+44 207 300 7061
v.lewton@taylorwessing.com



Sara Gordon

Senior Talent Acquisition Manager
+44 1513355139
s.gordon@taylorwessing.com



Kendell Woods

Recruitment Advisor
+44 151 335 5192
k.woods@taylorwessing.com



Lottie Williams

Recruitment & Onboarding Advisor
+44 151 335 5191
ch.williams@taylorwessing.com



Daniel Cheasley

Senior Recruitment Advisor
+44 20 7300 4965
d.cheasley@taylorwessing.com

Please contact us if you require any adjustments to your application or our recruitment process.

2000+ people
1200+ lawyers
300+ partners
28 offices
17 jurisdictions

Argentina*	Buenos Aires	Mexico*	Mexico City
Austria	Klagenfurt Vienna	Netherlands	Amsterdam Eindhoven
Belgium	Brussels	Nicaragua*	Managua
Brazil*	Belo Horizonte Brasilia Rio de Janeiro São Paulo	Panama*	Panama City
Chile*	Santiago de Chile	Poland	Warsaw
China	Beijing Hong Kong Shanghai	Portugal*	Braga Lisbon Porto
Colombia*	Bogotá Bogotá, main office	Puerto Rico*	San Juan
Costa Rica*	Guanacaste San José	Republic of Ireland	Dublin
Czech Republic	Brno Prague	Slovakia	Bratislava
Dominican Republic*	Santo Domingo	South Korea**	Seoul
Ecuador*	Cuenca Guayaquil Manta Quito	Spain*	Barcelona Canary Islands Madrid Pamplona Seville Valencia Vitoria Zaragoza
El Salvador*	San Salvador	UAE	Dubai
France	Paris	Ukraine	Kyiv
Germany	Berlin Düsseldorf Frankfurt Hamburg Munich	United Kingdom	Cambridge Liverpool London
Guatemala*	Guatemala	Uruguay*	Montevideo
Honduras*	San Pedro Sula Tegucigalpa	USA	New York San Francisco
Hungary	Budapest		

* Powered by our strategic alliance with leading law firm ECIJA

** In association with DR & AJU LLC

© Taylor Wessing LLP 2024

Taylor Wessing statistics published are correct as of 1 January 2024.

This publication is not intended to constitute legal advice. Taylor Wessing entities operate under one brand but are legally distinct, either being or affiliated to a member of Taylor Wessing Verein. Taylor Wessing Verein does not itself provide services. Further information can be found on our regulatory page at:

www.taylorwessing.com

TaylorWessing