

## **JOB DESCRIPTION**

### **FINANCE MANAGER**

Objective of the job:

The Finance Manager reports to the Chambers Director and works closely with Heads of Department, whilst managing one Finance Assistant.

This is a senior role, responsible for the overall management of the finance function in Chambers. Key aspects of the role include service to Members of Chambers (MoC), reporting on key financial performance indicators, delivery of monthly management accounts, management information reports, financial forecasting, book-keeping, payroll support, budgeting and all VAT and tax matters.

Profile of the Individual:

The individual must be 'hands-on' and have a 'can-do' attitude for this all-encompassing role. They need to be technically competent, driven, and a good problem-solver, never assuming the first answer as being the correct one. This person must be a team player, a strong communicator and able to exert a strong grip on financial controls.

The role requires a competent individual who understands the wider value of performing routine accounting tasks thoroughly, will 'muck-in' to perform the duties of the finance assistant during their absence and can also turn their hand to some of the more business critical financial matters as they arise.

Key responsibilities (and is not limited to):

- Prepare chambers monthly management accounts and KPI dashboard for the Executive Committee;
- Prepare supporting accruals and prepayments schedules and maintain the fixed asset register;
- Prepare and interpret the annual budget;
- Prepare projections and information to support business planning and investment appraisals;
- Continued development of effective management information and decision support analyses
- Support business planning and investment appraisals;
- Analyse trends in MoC work done and impact on chambers receipts charge;
- Prepare annual and quarterly MoC receipts charge calculation and perform regular reviews;
- Develop and prepare MoC quarterly Vat reports and year end accounts pack;
- Manage chambers annual audit process and preparation of audit pack;
- Responsible for VAT returns, P11d submission, PAYE Settlement Agreements, and corporation tax returns;
- Review payroll before final sign-off and prepare payroll journals;
- Supervise chambers pension administration;
- Development of Finance Assistant;
- Oversee the weekly fee note process;
- Oversee MoC daily payment allocation and manage communication between law firms and MoC;
- Oversee and authorise day-to-day banking activities;
- Oversee the purchase ledger activities and month-end procedures and reconciliations;

- Oversee weekly bank and monthly credit card reconciliation process;
- Assist with Vat queries specific to clients and transactions;
- Chase aged debt and act as escalation point to resolve payment queries;
- Contribute to new supplier contract negotiations;
- Constant focus on cost management;
- Promote financial literacy and culture change within the firm;
- Support members and staff with finance related questions;
- Ad hoc projects – there will be a number of these.

## **FINANCE MANAGER – PERSONAL SPECIFICATION**

- Educated to degree or equivalent level.
- Possession of a suitable accountancy qualification (CA/ACCA/CIMA).
- Excellent written and verbal skills.
- Right to live and work in the UK (Note: South Square will not seek residence/work rights for foreign nationals).
- IT literate, extensive experience and a thorough understanding of office and accounting softwares.
- Strong interpersonal skills and the ability to communicate effectively with barristers, colleagues, suppliers and auditors.
- Comfortable working autonomously accompanied by regular face to face exchanges with colleagues across the business.
- Capable of planning and implementing work schedules, maintain effective systems and develop and amend finance processes.
- High level of attention to detail and accuracy.

## **FINANCE MANAGER – SALARY & BENEFITS**

- Competitive salary, bonus and benefits