

Job Description

Finance Manager

Job Title:	Finance Manager	Reports to:	Senior Clerk
Budget:	Circa £30K-£35K depending on experience	No of direct reports:	1 (tbc)
Location	12CP Barristers, 20 Carlton Crescent, Southampton SO15 2ET		

Job Purpose

Running the financial management of Chambers to ensure the smooth operation of finances, and financial reporting is completed accurately and efficiently.

To also assist with HR and general admin tasks to ensure the smooth running of Chambers.

Develop administrative processes and procedures that are necessary to deliver a professional support service to Chambers.

It is anticipated that 70% of the role will be undertaking finance related activity, 20% will be administration and 10% HR.

This role will be 3 days per week.

Financial Management Responsibilities

- Preparation of year end accounts for Chambers and Head of Chambers
Using the Sage Line 50 software
- Annual budget working with the Senior Clerk
- Quarterly VAT Returns for Chambers including Head of Chambers
- Review of trial balance and preparation of quarterly management accounts
- Financial review with the Senior Clerk as requested
- Cashflow spreadsheets
- Producing Barristers Chambers bills using Lex bespoke legal software/Sage
- Payroll administration (payroll is outsourced)
- Oversee renewal of all purchase contracts
- Work with Finance Assistant with all aspects of sales and purchase ledger – approving and payment of suppliers invoices/expenses
- To assist chasing aged debt
- Arranging pupillage payments and liaising with Head of Pupillage.

12 CP

Barristers

- Sending out invoices and returning purchase orders
- Assist in processing incoming payments and entering receipts onto Sage.

Admin Responsibilities

- Annual renewal of BMIF, CBA and Practising Certificates for Barristers
- Sourcing appropriate third party suppliers for office/building maintenance & other matters
- Ensure Chambers is GDPR compliant.
- Annual barristers order of Barristers supplies
- Ensure appropriate insurance policies are in place for Chambers
- Liaising with ICO regarding annual renewals
- Order office supplies as required.

HR Responsibilities

- Ensuring HR / training records are accurate and up to date
- Management of the onboarding of new staff/ barristers
- Organisation of staff training in Chambers
- Assist in Health and Safety management
- Renewal of income protection and healthcare insurances
- Liaising with pension provider re benefits-in-kind and pension requirements

Person Specification

- Demonstrable financial management experience in a professional environment, preferably but not essentially in a barristers' chambers.
- Qualification in accounting or finance ideally AAT qualified or part qualified ACCA/CIMA
- Proficiency in the use of accounting software, preferably Sage Line 50
- Strong interpersonal skills and the ability to communicate effectively at all levels including with senior barristers
- Strong analytical skills and presentation of information.