

JOB DESCRIPTION

Job Title:	Practice Manager (Finance)
Office:	Pathfinder Legal Services Ltd
Team:	Finance
Reports to:	Executive Director
Pay Grade:	F
Location:	Huntingdon / Northampton / Shefford (but with travel to other offices as required)
Hours:	Full Time (37 Hours)

OVERALL PURPOSE OF THE JOB

1. To lead the Finance function of Pathfinder Legal Services Ltd, delivering all aspects of financial support to the firm, including people management, credit control, legal cashiering, financial management reporting, budget setting, financial advising and supplier/client support.
2. To undertake the operational running of the finance team, developing and embedding controls, procedures and good practice to ensure statutory and SAR compliance across the firm.
3. To develop and update departmental procedures at a strategic level to ensure that the company's planned growth is supported by the Finance Department.
4. To provide technical support in relation to the Solicitors Accounts Rules (SAR) to the firm and its employees and (in consultation with the Firm's Compliance Officers) to ensure that all reporting requirements are met.

5. To provide technical support in relation to the generally accepted accounting principles and statutory reporting requirements of the firm and to ensure that all reporting requirements are met.
6. To recruit, retain and develop a team of professional staff to develop a high performing team and support a culture of excellence.
7. To be an active member of the PLSL Leadership Team contributing to the strategic management and development of Pathfinder Legal Services Ltd, including the development and maintenance of excellent relationships with clients of the service both existing and potential.

MAIN ACCOUNTABILITIES

1. To lead and develop Finance Team to ensure it provides an excellent, innovative and highly focused service and support to the fee-earning elements of the business and providing a stable financial platform for the firm.
2. Lead on the delivery of robust financial management arrangements ensuring regular and accurate monitoring and reporting on financial performance during the financial year.
3. Ensure billing is prompt and fully reconciled and arrangements are in place to ensure monies are received on a timely basis.
4. Ensure financial systems are robust and support the statutory accounts, working effectively with internal and external auditing regimes to provide the necessary assurances.
5. Ensure the financial arrangements comply with the requirements of the Solicitors Regulatory Authority.
6. Produce the statutory accounts in line with the requirements of the Companies Act with the full engagement of the external auditor.
7. To provide financial information to LSLT and the Executive Director to enable information to be presented to the Board of Directors and Shareholder Representatives on a regular basis.
8. Work with the Executive Director and Board of Directors to set budgets and report on performance against budget on a monthly basis.
9. To be the finance lead on firm wide projects and business growth appraisals.
10. Assist in the preparation of tenders and other business development activities.

11. Working with the Finance Manager to manage the activities of the team to include performance, managing workloads and productivity, development and training, recruitment and selection and supervisions and appraisals.
12. Identify training needs within the firm and ensure best practice, practical skills and key business information is shared across the firm
13. To work with the Compliance Officer Finance & Administration and Finance Manager to ensure that the firm is fully compliant with the SAR, SRA and Lexcel requirements.
14. Support the LSLT by complying with all Legal Services' practice management requirements including billing, Lexcel and other accreditation schemes, and compliance with all policies and procedures.
15. Support the Executive Director and other colleagues by contributing to the overall management of the firm including staff performance, service and business planning, financial and practice management. This includes ensuring the effective use of the ICT systems and working in accordance with the standards set out in the firm's Lexcel manual.
16. Ensure that reasonable care is taken for the health and safety of the team, including compliance with health and safety policy and procedure and to maintain good employment relations within your team.
17. Demonstrate awareness and understanding of equal opportunities, other people's behaviour and their physical, social and welfare needs.
18. Carry out other duties which fall within the broad spirit, scope and purpose of the job description and which are commensurate with the grade of the post.
19. To buddy, train and support colleagues.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
POSITION:	Practice Manager (Finance)	REPORTS TO:	Executive Director
SERVICE:	Finance	OFFICE:	Pathfinder Legal Services Ltd
GRADE:	F	LOCATION:	Huntingdon/Northampton/Shefford (but with travel to other offices as required)

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> Finance qualification or equivalent work experience. 	<u>Desirable</u> <ul style="list-style-type: none"> Qualified CIMA/ACA/ACCA or similar Leadership/Management Qualification
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> Experience of working in a private sector, or ABS, legal practice within the finance team In depth knowledge of the Solicitors Accounts rules (SAR), management financial reporting, Companies Act (financial elements) and VAT requirements Knowledge of the annual financial cycle in a business context 	<u>Desirable</u> <ul style="list-style-type: none"> At least five years experience of working in an inhouse finance team or experience of working in a Local Authority or public sector setting Experience of working in a multi-locational legal practice Experience of producing financial and productivity analysis reports for use by managers and Board of Directors

- Experience of working in an environment that processes multiple transactions from various sources
- Experience of leading, managing or supervising a legal finance team or a similar function
- Experience of planning and prioritising work within changing environments and dealing with conflicting priorities and pressure
- Ability to develop client relationships and identify areas for expansion of work
- Experience of working with finance function of a legal case management system
- A demonstrated understanding of the local government finance rules and knowledge of purchase order and accounting systems.
- Knowledge and understanding of the legal framework and operation of Local Government

SKILLS

Essential

- An ability to work autonomously and take responsibility for own work
- Excellent influencing skills that promote open and constructive working relationships with colleagues and managers
- Ability to evaluate information in complex situations and the confidence to take sound decisions independently
- Accuracy in financial reporting
- Excellent attention to detail
- Ability to work with sensitive information and keep this confidential
- Good time management skills
- An organised and methodical approach
- Ability to lead and motivate others
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations
- Ability to look ahead, anticipate challenges and deal with them pro-actively
- Ability to plan and prioritise work effectively to meet own objectives and those of the team
- Ability to work under pressure, meet tight deadlines, adapt to change and to manage competing priorities

Desirable

- Flexibility with office hours – working to the demands of the job.
- An approach to problem solving that demonstrates an awareness of corporate priorities
- A commitment to Lexcel / Quality Management Standards
- A commitment to continuous service development
- A commitment to ongoing personal development

- Team player with an approachable, adaptable and positive attitude towards work with a willingness to provide cover in colleagues' absence
- Ability to travel to meetings at client offices and to work in other office locations as required
- Drive, enthusiasm, versatility and self-motivation
- Computer literate with experience in using Microsoft office and accounting software

EQUAL OPPORTUNITIES & HEALTH & SAFETY

Essential

- Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs
- Ability to demonstrate a clear understanding of and commitment to health & safety