

VACANCY - Finance Officer (Part-Time)

Location: Hanwell Community Library – London Borough of Ealing –

Owing to COVID 19 you may be requested to work remotely

Salary: £30,000 per annum (Pro-rata)

Hours: 14 Hours (Monday to Friday 9.30-5.30) (Possibility for flexible working)

Contract length: Permanent

Deadline: Applicants should apply no later than Monday 11th July 2022

Interviews are expected to take place on 22nd July 2022

Applicants are invited to apply at the earliest opportunity. Ealing Law Centre will close this call for applications if we receive a large number of applications or a suitable candidate applies.

Whilst the post is open to all, we are particularly keen to attract candidates who are from backgrounds currently underrepresented in the law and who have experienced some of the issues many of our clients face.

To apply:

Visit our website <https://ealinglawcentre.org.uk/vacancies/> for a job description, and either download an application form or fill one in on line

VACANCY - Finance Officer (Part-Time) Job Description

Key objectives of the role

The Finance Officer is responsible for the smooth running of Ealing Law Centre finances. The key objectives of this role are;

- To manage, maintain and develop comprehensive financial records and systems for Ealing Law Centre
- To liaise with the appointed Independent Reviewer to complete the process of producing ELC's annual accounts;
- To prepare financial reports for Board meetings;
- Prepare, develop and analyse management accounting information
- Prepare budgets and reports for the management of grant reporting and fundraising requests
- To assist with Legal Aid Agency reporting and help sustain cash flow
- Produce a quarterly financial report including management accounts for our Trustee Board and statutory financial reporting to the Charity Commission
- Provide sound financial analysis for the Director of Ealing Law Centre, Board of Trustees and Others
- Ensure compliance with all relevant financial statutory and regulatory matters
- To prepare other financial information as required

Duties and Responsibilities of the Finance officer post include;

Processing of transactions and payments

1. Maintaining the accounts and financial records of Ealing Law Centre in a correct manner and in accordance with ELC's Financial Regulations and statutory requirements
2. Processing of all transactions, payments, income and regulatory returns in a timely and efficient manner and ensure that all transactions are recorded on Xero and, where they relate to cases, on Advice Pro
3. Reconciling ELC's bank accounts, including Client account, liaise with the bank on BACS payments, changes to authorisations and payment instructions, and manage on-line banking facilities as appropriate
4. Ensuring that invoices are raised promptly and that amounts due are received in full and without delay
5. Ensuring that all invoices received from suppliers are recorded on the accounting system as soon as they are received, notify the relevant members of staff, ensure that payment documentation is properly prepared and authorised, and that payment is made within the period allowed for payment
6. Dealing with all supplier enquiries, answering calls and emails promptly

Management of finances where cases are funded under Legal Aid

7. Maintaining individual ledgers on the Client Account for all cases where payments of client funds are received; ensure that funds received on behalf of clients are paid out to the appropriate recipients as quickly as possible so as to minimise the average balance on the Client Account

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8. Processing all legal aid transactions including undertaking the monthly Controlled Work report to the Legal Aid Agency (LAA) ;
9. Maintaining ledgers of income due and received from the LAA, and records of any changes made by the LAA to sums claimed; reconcile any unidentified payments received from the LAA with ELC's records
10. Working with Solicitors to ensure that closed files are claimed from the Legal Aid Agency without delay and that all other files are closed and assessed and monies claimed promptly;
11. Liaising with the Supervising Solicitor to assess the likely amount and timing of income from litigation activities, and using this information to update ELC's cash flow forecast
12. Operating a system to control disbursements, matching payments to income receipts and ensuring that, where Payments On Account can be claimed, this is done at the same time as the expenditure is incurred
13. Reconciling Advice Pro to Xero
14. Assisting with Legal Aid Agency Billing and requests for Payments on Account

Management of Payroll and finances relating to staff and volunteers

15. Processing staff and volunteer expense claims
16. Operating ELC's petty cash system, balance the petty cash ledger at least once a month, and post petty cash payments to the main accounts system
17. Providing timely and accurate information to ELC's outsourced Payroll provider to ensure staff salaries are paid on the due dates, and that monthly and annual salary information is provided to all staff as appropriate

Compliance with HMRC, Charities Commission and Companies House

18. Liaising with statutory authorities on all tax matters, including VAT, PAYE and National Insurance;
19. Monitoring income and expenditure against budgets - liaising with key staff - and meet regularly with other staff and the finance committee to review this;
20. Working with the Supervising Solicitor and other members of the Management Team to prepare a detailed Annual Budget for approval by the Trustees, and to update it as necessary;
21. Managing the processes for making regular claims to HMRC for Gift Aid income and issue letters/emails to donors as appropriate;
22. Maintaining ELC's financial procedures manual, and ensuring with the procedures including training other staff to follow the financial procedures.
23. Liaising with and preparing information required by the appointed Independent Reviewer for the completion of the annual accounts and independent review
24. Making timely returns of the annual accounts as required by the Charity Commission and Companies House

Preparation of budgets and accounts

25. Maintain all accounting records on an ongoing basis
26. Manage all income and expenditure processing including:
 - Bank reconciliations
 - Cash management

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- Income and grant analysis
 - Bank receipts and payments
 - Purchase approval and recording processes
27. Preparing monthly Management Accounts and a detailed cash flow forecast to ensure that all payments and other obligations are met in full as they fall due
 28. Quarterly financial reports for the Board of Trustees including detailed analysis of income and expenditure including grant income, Legal Aid fee income, and charitable donations
 29. Preparing and presenting management accounts such as cash flow forecast, budget analysis and other financial reports required by ELC's Board of Trustees
 30. Assisting ELC staff by preparing financial information to support funding applications and financial reporting requirements of funders and donors.
 31. Provide updated financial information about how the charity is performing against its budget
 32. Produce regular management information and monitor the budget against actuals in relation to approved expenditure and to take up any major variations in budget expenditure through to Director/Supervising Solicitor for review of budget and reconciliation of any differences.
 33. Prepare and update annual income and expenditure budget in consultation with the Director/Supervising Solicitor, and Treasurer.

Other Duties

34. Ensure that work conforms to SRA, SQM and the LAA Quality Assurance standards and other Ealing Law Centre approved policies and procedures
35. Work is undertaken within the spirit of our Equal Opportunities Policy at all times
36. Taking due care of their own Health and Safety and that of others in their working environment
37. To carry out a share of administrative tasks including those detailed in ELC's Quality Manual.
38. To undertake any other duties as may be reasonably required

VACANCY - Finance Officer (Part-Time) Person Specification

Essential

1. Accountancy or related qualification or considerable relevant experience
2. An understanding of the requirements of Charity finances
3. Demonstrable knowledge and experience of financial and accounting matters
4. Demonstrable experience of managing accounts within a charity setting
5. An understanding of income generation through Legal Aid funded cases
6. Experience of dealing with auditors and a clear understanding of their requirements
7. Excellent communication and service skills with an ability to develop good working relationships with colleagues , external stakeholders and to manage effective collaboration
8. A flexible attitude with the aptitude to work well in a team and under pressure
9. Self-motivated individual with excellent organisational and planning skills
10. Demonstrate ability to work with accuracy and have an eye for detail
11. Demonstrable experience of using computerised accounting software/databases, bookkeeping and accounting packages (ideally Xero)
12. Excellent IT skills with extensive experience of working with Excel, Microsoft Office applications
13. Willingness to attend meetings and events outside office hours.
14. Ability to work within the spirit of ELC's Equal Opportunities Policy at all times
15. Ability to take due care of own health and safety and that of others in their working environment
16. Ability to undertake duties as may be reasonably required and are within the scope, spirit and purpose of the job.

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17. Knowledge and experience of charity accounting (SORP) in a 'not for profit' organisation
18. Experience of setting up financial procedures and implementing them with other staff
19. Knowledge and experience of Legal aid reporting and financial management of legally aided cases
20. Knowledge of budget development for the purpose of fundraising, management of grant funds and reporting
21. A preparedness to challenge others on financial matters and, if necessary, make unpopular recommendations to the Treasurer and the Board