

Radcliffe Chambers

FINANCE MANAGER

Job Description

The Finance Manager will be responsible for the day to day management of the accountancy and bookkeeping function of Chambers including the reporting functions:

- Sole position responsible for the day to day operational management of the Finance Department;
- Regular review of processes and controls to ensure best practice being followed in all areas;
- Responsible for financial compliance, VAT, Companies House and PAYE;
- Liaising with chambers accountants to facilitate the preparation of year end accounts and final individual members accounts;
- Preparation of annual budget, liaising with account holders and presentation of final budget;
- Administration duties for our service company including financial;
- Reconciliation of bank accounts and credit card statements;
- Monthly billing of barristers' service charge contributions, rechargeable expenses and calculating accommodation charges using Sage and Bar-Stat;
- Responsible for producing monthly management accounts, reporting on performance, variance to budget;
- Responsible for aged debt collection;
- Working with fees clerk to ensure timely receipt of funds, allocation and payments, recharges to barristers as appropriate;
- Process and record on Sage the supplier invoices and manage the payments;
- Process staff payroll payments (Outsourced);
- Manage payment of monthly pupillage awards;
- Manage petty cash recording and reconciliation;
- Reconciliation and processing of employees' authorised expense claims;
- Liaising with the bank, to include the reduction of bank charges and obtaining the best interest rates for monies.

Person Specification

The candidate will have:

- Strong interpersonal skills and the ability to communicate effectively, both orally and in writing, at all levels within chambers;
- The ability to get on with people at all levels, both members of chambers and other members of staff;
- The ability to recommend and implement improvement to current working practices and systems;
- The ability to work unsupervised and to use their own initiative and set their own priority and deadlines;
- Trustworthy;
- Have a high level of attention to detail and accuracy in all work;
- Experience gained in a firm of solicitors or other professional practice would be a suitable grounding for this role or a previous length of experience in a barristers' chambers would be a strong advantage;
- A good working knowledge of Sage 50c, Bar-stat & LEX (Bar Squared);
- Excellent Excel skills;
- Hold an AAT (or equivalent) accounting qualification (or be working towards it).