Job Description

**Position** Head of Finance

**Department** Accounts

**Reporting to** Managing Partner

Overall Purpose

Reporting directly to the Managing Partner to advise the partnership on the financial and business management of the firm in order to promote increased profitability and achieve the objectives of the firm’s business plan

Main Tasks

Team Leader

* Overall management and supervision of Finance Manager and all Accounts staff

Financial Management

With assistance of Finance Manager:

* Review and distribute meaningful financial information (including monthly and quarterly financial and statistical reports and annual financial reports) for all group companies
* To prepare, advise on and review annual budgets including advising the Partners on quarterly adjustments of budgets (depending on income and expenditure) to include advising on managing the overdraft
* Maintain the Practice Management system to ensure integrity of KPI information
* To monitor the firm’s financial performance on an on-going basis (overall and by department) and make recommendations for action to the Managing Partner and the Partners (on a monthly and quarterly basis). To advise on bank charges and commissions, employers liability and GPA insurance, lease interest, credit card commission and control, HP interest, PII claims payments and loan interest
* To advise on reductions in expenditure and be responsible for implementation within the areas defined by the role
* Reconcile all nominal ledger accounts
* Manage the Deputyship accounts, OPG returns and Income Tax returns

Accounting System and Financial records

* To ensure maintenance of proper financial books and records in compliance with the SRA Accounts rules (SRA, Lexcel and any other relevant quality standards or regulatory bodies)
* To ensure proper financial records are maintained for compliance with all HMRC regulations including VAT & PAYE; timely submission of all returns and payment of all taxes due

Insurances

* To ensure all the firm’s property, assets (including cars), public third party and other risks are adequately insured at all times and to advise the partners on all levels of cover and the insurers used. To provide all necessary financial and other data to the indemnity fund provider (insurer) and ensure appropriate cover. To ensure cover at competitive prices and to ensure such cover and maintenance of cover (arranging payments of premiums)

Auditors, Bankers and Other Professional Services

* To liaise with the firm’s auditors, bankers and other professional advisers (and to monitor expenses of the providers and competitors)

Pension Schemes

* To act as secretary of the pension schemes and supervise payments of monthly contributions (employees & employers) on a timely basis and to submit annual renewal data as required. To include compliance with the Pensions Act

Salaries

* In absence of the Finance Manager to supervise operation of the payroll system to ensure accurate and timely payment of salaries to all members of staff of the firm and which is in all respects in compliance with HMRC income tax rules and regulations. Payment of monthly PAYE & NIC

Any other duties that may be required as defined by the Managing Partner and/or the Partnership

### This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.

Job Specification

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|  | **Essential** | **Desirable** |
| **Education**  **Qualifications** | Educated to Degree Level  Qualified Accountant |  |
| **Experience** | Five years professional services firm experience  Full knowledge of Solicitors Accounts Rules  Experience of managing a team |  |
| **Personal Attributes** | Can use own initiative  Well organised  Can prioritise own workload  Can inspire and motivate others |  |
| **Competences** | Works well in a team and on own  Good communicator |  |
| **Other Factors** | Can work under pressure  Awareness of confidentiality and client care requirements of Nockolds’ business |  |

8 October 2019