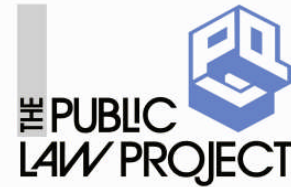


## **JOB DESCRIPTION & DUTIES**

### **Finance Officer**



**PART TIME: 3 days per week**

**SALARY: £15,000 - £18,000 (£25,000 – £30,000 pro rata) with significantly more negotiable for a candidate with specialist financial skills and experience**

When we shortlist for this post, and when we interview, candidates will be assessed on their skills and experience as set out in the job description, using the selection criteria set out here and on the person specification. In completing the application form, you should show how your skills and experience match these criteria. The criteria are provided to ensure that all candidates are assessed on the same basis. CVs and testimonials should not be sent as they will be disregarded.

PLP is an equal opportunities employer and welcomes applications from individuals with a disability whatever their impairment. Applicants should note that our current building is located over four floors and regrettably has no lift facilities. If you have a disability which you think may interfere with your ability to do the job as described, please let us know and PLP will make reasonable adjustments both at interview and on appointment. PLP will be moving to fully accessible offices later this year.

### **Introduction**

The Public Law Project is a small charitable organisation, currently with 6 paid members of staff supported by volunteers. The organisation is currently consulting to enable it to expand sustainably. This post represents an exciting opportunity to be part of that process.

It is envisaged that the consultation process will be completed in approximately 6 months so as to enable decisions about the structure of the organisation to be implemented by April 2012. During the consultation process, the performance of the day to day duties of all members of staff will be collectively supervised by the staff group. The staff group is accountable to the Public Law Project's Management Committee.

The Finance Officer will therefore be working as part of a staff group that will collectively scrutinise its work. This organisation structure is subject to review after approximately 6 months, although the post will continue for at least the 12 months advertised.

The main responsibility of the Finance Officer is to ensure the sound financial governance of the organisation as a whole.

### **1. FINANCIAL MANAGEMENT**

1.1 Prepare, or arrange for the preparation of, an annual budget for

Management Committee approval and implement appropriate financial systems for proper budgetary and cashflow control.

- 1.2 Keep the organisations books and financial records, monitor the organisation's financial position and report to staff and to the Management Committee regularly, identifying and reporting any matters which should be drawn the Committee's attention in a timely manner.
- 1.3 Monitor the organisation's fund generation strategy to support its developmental and business plans and ensure its implementation. Contribute to fundraising applications and initiatives.
- 1.4 Act as, and discharge all responsibilities as vest in the, 'Compliance Officer for Finance and Administration' as required by the Solicitors Regulation Authority; ensure organisational compliance with the Solicitors' Accounts Rules (SAR), monitor compliance of all individuals, and take appropriate action to remedy any deficiencies.
- 1.5 Ensure that the organisation has proper and SAR compliant arrangements for all handling of the funds, including banking, invoicing, payments, (including online banking), cheque requisitions, and cheque writing.
- 1.6 Liaise with the Treasurer, auditors, staff and PLP's bankers to co-ordinate finance procedures, activities and information and arrange any necessary training for staff in matters of financial procedure and governance.
- 1.7 Liaise with Companies House, the Charity Commission and any other necessary body with regard to general company and charity administration, and ensure timely filing of all such reports, returns and accounts as are required.
- 1.8 Develop emergency systems and written procedures designed to ensure that (so far as reasonably possible) the organisation remains able to meet its essential financial, governance and charitable liabilities in the event of the Practice Manager's absence;
- 1.9 Whilst such duties may be delegated, assume ultimate responsibility for ensuring that the organisation is fully and properly insured, and that all staff have such professional indemnity insurance as may be necessary
- 1.10 Make arrangements for the organisation's general bills and invoices (including rate and services) to be paid;
- 1.11 Ensure debt collection.
- 1.12 Active participation in scrutinising the general discharge of PLP's responsibilities by staff and Management Committee, including by attending staff and MC meetings

### **Legal Services Commission**

- 1.13 Report to the Legal Services Commission (LSC) on matters relating to the Unified Contract and liaise with PLP solicitors and the Administrator as appropriate.
- 1.14 Where the Unified Contract imposes general obligations as to the financial or administrative manner in which the organisation is run, ensure that these are reflected in the organisation's Office Manual and so far as reasonable that they are understood by staff.
- 1.15 Liaise with PLP solicitors as necessary with the intention of ensuring that all other obligations arising from the Unified Contract/PLP's regulation by the SRA/employment of solicitors are discharged.
- 1.16 Monitor and maintain accurate records and accounts of monies claimed (including on account of costs) and held by the organisation on all publicly funded cases.

## **2. PERSONNEL MATTERS**

- 2.1 Ensure payment of staff salary and attend to payroll/Inland Revenue matters including administration of pensions, the 'bike to work' scheme and such other employee benefits as may from time to time be offered by PLP.
- 2.2 Ensure the appropriate retention of staff records.

## **3. MISCELLANEOUS**

- 3.1 To act as company secretary
- 3.2 General administration and word processing in relation to own work.